SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: ACT Composite Score

SUPPLIED BY: Institution

DEFINITION: Enhanced American College Testing (ACT) composite score used for acceptance and/or the highest score earned by the student. NOTE: All ACT scores for first-time freshmen must use or be converted to the Enhanced ACT scale.

CODES, CATEGORIES AND COMMENTS:

NOTE: This field will be used primarily in the analysis of first-time freshmen.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 01-36, 99; 99=Null

FIELD LENGTH: 2

FIELD TYPE: Numeric

ENTRY EXAMPLE: 09 (represents an Enhanced ACT composite score of 9)

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WHERE USED (File):   STUDENT.STATIC

WHERE USED (Table):

WHERE USED (Tape):   TAPE.STUDENTE

DATE CREATED: 11/04/97
DATE LAST REVISED: 11/04/97

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Initial Admission Status

SUPPLIED BY: Institution

DEFINITION: Identifies those undergraduate students reported on the completions data that had an initial status of first-time, degree seeking freshmen at the institution awarding the degree.

CODES, CATEGORIES AND COMMENTS:

F = First-time freshman, degree seeking

Note: Please see page 16.3, credit hours earned, for implementation time frame.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: F,9-Null

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: F (represents First Time Freshmen)

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WHERE USED (File):   STUDENT.COMPLETION

WHERE USED (Table):

WHERE USED (Tape):   TAPE.STUDENTC

DATE CREATED: 11/17/93
DATE LAST REVISED: 8/19/99

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Admission Type

SUPPLIED BY: Institution

DEFINITION: The type of admission provided to a degree seeking student upon first entering the institution. This field will be continually updated by the reporting institution. (i.e. a student may be admitted as a Provisional undergraduate initially but as a Regular graduate student later).

CODES, CATEGORIES AND COMMENTS:

P = Provisional
R = Regular
D = Developmental

Provisional: defined as those students who **do not meet** the institution's regular admission requirements and are, therefore, admitted under an **alternative** admission program.
NOTE: Provisionally admitted students (identified by the ADMIT_TYPE data element), entering a higher education institution for the first time, are considered First-time Freshmen by IPEDS. Therefore, these students should be coded 1 (REGIS_STAT) for First-time Freshmen.

Regular: defined as those students who meet the institution's regular admission requirements and are, therefore, admitted under the regular admission program.

Developmental: defined as those students who are enrolled in two or more developmental courses (reported for Technical Colleges only).

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed
DATA VALUE RANGE: P, R, D
FIELD LENGTH: 1
FIELD TYPE: Alphanumeric
ENTRY EXAMPLE: P (represents Provisional)

═══════════════════════ **CHE USE ONLY** ═══════════════════════
WHERE USED (File):   STUDENT.TRANS
WHERE USED (Table):
WHERE USED (Tape):   TAPE.STUDENTE

DATE CREATED: 04/02/97
DATE LAST REVISED: 11/18/98

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Annual Salary

SUPPLIED BY: Institution

DEFINITION: The salary/wage paid to the employee over the course of contract period. Benefits are excluded. Salary data should be submitted for all individuals reported as full-time.

CODES, CATEGORIES AND COMMENTS:

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 0000001 - 9999998, Null = 9999999

FIELD LENGTH: 7

FIELD TYPE: Numeric

ENTRY EXAMPLE: 0150000 represents the annual salary of **$150,000**

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DATE CREATED: 5/23/91
DATE LAST REVISED: 4/22/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Assignable Area

SUPPLIED BY: Institution

DEFINITION: The assignable floor area of the room, measured in assignable square feet. This is the total floor area of the room available to the assigned occupant or use. If the space is prorated, assignable area should be proportionately allocated.

CODES, CATEGORIES, AND COMMENTS:
NOTE: Procedures and criteria will be detailed in the revised CHE Facilities Manual.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 000001-999998

FIELD LENGTH: 6

FIELD TYPE: Numeric

ENTRY EXAMPLE: 000980   (represents 980 assignable square feet)

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WHERE USED (File):   ROOM.TRANS

WHERE USED (Table):

WHERE USED (Tape):   TAPE.FACIL

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Amount Awarded for State Scholarship Dollars for LIFE, Palmetto Fellows, Need-Based, HOPE, Lottery Tuition Assistance, and Pell Grants.

SUPPLIED BY: Institution

DEFINITION: The amount of the scholarship for the reported year and semester.

CODES, CATEGORIES, AND COMMENTS:

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 100 - 100000

FIELD LENGTH: 8 (with 2 implied decimals)

FIELD TYPE: Numeric

ENTRY EXAMPLE: 100000 (implies a dollar amount of $1000)

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WHERE USED (File):   STUDENT.DISBURSEMENTS

WHERE USED (Table):

WHERE USED (Tape): TAPE.STUDENTD

DATE CREATED: 5/23/91
DATE LAST REVISED: 2/14/96

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Birth Date

SUPPLIED BY: Institution

DEFINITION: The calendar date of birth as reported by the student.

CODES, CATEGORIES, AND COMMENTS:

NOTE: For any Birth Date (other than Null), the Birth Date:

1)   cannot be greater than or equal to the High School Graduation Year,

2)   cannot be greater than or equal to the Report Year.

NOTE: For any Birth Date (other than Null), the **calculated age** of the student:

3)   cannot be less than 13 years of age or greater than 99 years of age.

NOTE: The age of a student for the IPEDS Fall Enrollment Part B form will be calculated using October 31 of each year.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: Valid Date, 99999999; 99999999=Null

FORMAT: YYYYMMDD Year Month Day

FIELD LENGTH: 8

FIELD TYPE: Numeric

ENTRY EXAMPLE: 19620304 (represents March 4, 1962)

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WHERE USED (File):   STUDENT.STATIC, STUDENT.CHAR
WHERE USED (Table):
WHERE USED (Tape):   TAPE.STUDENTE, TAPE.STUDENTC

DATE CREATED: 5/23/91
DATE LAST REVISED: 8/10/99

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Building Condition

SUPPLIED BY: Institution

DEFINITION: The aggregate point total representing the physical status of the building at the time of the inventory or audit, based on the best judgement of those persons familiar with the physical characteristics and condition of the campus.

CODES, CATEGORIES, AND COMMENTS:

001 - 100 Range of poor to excellent

NOTE: Procedures and criteria will be detailed in the revised CHE Facilities Manual.

Building Condition codes will be grouped as follows:
Satisfactory Gross: 95 – 100 Building is suitable for use with normal maintenance. Any required restoration to present acceptable standards without major room use changes, alterations, or modernization is no more than 5% of the estimated replacement cost of the building. The range reported would reflect the percentage required. For example, a code of 100 means no restoration is required, while a code of 96 means 4% restoration required, and a code of 98 means 2% restoration required.

Remodeling A Gross: 76 – 94 Required restoration is less than 25% but more than 5%.
Remodeling B Gross: 51 – 75 Required restoration is more than 25% but less than 50%.
Remodeling C Gross: 26 – 50 Required restoration is more than 50% but less than 75%.
Demolition or Termination: 01 – 25 Required restoration is more than 75% of the building and building should probably be demolished.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed
DATA VALUE RANGE: 001-100, 999; 999=Null
FIELD LENGTH: 3
FIELD TYPE: Numeric
ENTRY EXAMPLE: 065 (represents an aggregate point total of 65)

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WHERE USED (File): BLDG.TRANS

WHERE USED (Table):

WHERE USED (Tape): TAPE.FACIL

DATE CREATED: 5/23/91
DATE LAST REVISED: 4/22/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Original Building Cost

SUPPLIED BY: Institution

DEFINITION: The total original cost of the building to the institution. Include the cost of connecting utilities, foundations, and fixed equipment. Report to the nearest thousand dollars the original plant fund investment for this building.

CODES, CATEGORIES, AND COMMENTS:

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 00000000001-99999999998

FIELD LENGTH: 11

FIELD TYPE: Numeric

ENTRY EXAMPLE: 00000125000 (represents $125,000)

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WHERE USED (File):   BLDG.TRANS

WHERE USED (Table):

WHERE USED (Tape):   TAPE.FACIL

DATE CREATED: 5/23/91
DATE LAST REVISED: 11/12/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Building Identifier

SUPPLIED BY: Institution

DEFINITION: The serial number, assigned by the institution, that serves to uniquely identify the building. These numbers should be consistent with those reported to the State Permanent Improvement Reporting System (SPIRS) maintained by the Division of General Services.

CODES, CATEGORIES, AND COMMENTS:
NOTE: The Building Identifier (i.e. 000100) must be the same for the TAPE.COURSE and TAPE.FACIL files for any buildings owned or leased by the reporting institution. In other words, a Building Identifier found in the TAPE.COURSE file will be validated against the TAPE.FACIL file.

NOTE: If the TBA code is specified in the DAY_WEEK field of the Day/Time Meeting Data Record for the TAPE.COURSE file, the corresponding Start Time, End Time, Building Identifier, and Room Identifier fields **must** be null.

NOTE: All Day/Time Meeting Data Records for the TAPE.COURSE file **must** contain a valid Site Identifier.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed
               NOTE: The null value is <u>only</u> appropriate for courses where the DAY_WEEK field is equal to 'TBA'.
               The null value is <u>not</u> appropriate for facilities.

DATA VALUE RANGE: Institutionally Defined (i.e. any combination of letters or numbers). NOTE: Spaces allowed between words.

FIELD LENGTH: 6

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: 100555
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WHERE USED (File):   BLDG.TRANS, ROOM.TRANS, COURSE.MEETING
WHERE USED (Table):
WHERE USED (Tape):   TAPE.FACIL, TAPE.PCEXP, TAPE.COURSE

DATE CREATED: 5/23/91
DATE LAST REVISED: 4/22/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Building Name

SUPPLIED BY: Institution

DEFINITION: The name commonly given to the building. Usually the current institutional name for the facility assigned by institutional authorities .

CODES, CATEGORIES, AND COMMENTS:

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: Institutionally Defined (i.e. any combination of letters or numbers). NOTE: Spaces allowed between words.

FIELD LENGTH: 30

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: Russell Hall

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WHERE USED (File): BLDG.TRANS
WHERE USED (Table):
WHERE USED (Tape): TAPE.FACIL

DATE CREATED: 5/24/99
DATE LAST REVISED: 8/19/99

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Certification/Licensure

SUPPLIED BY: Institution

DEFINITION: The code that identifies students in the enrollment and completions data who are education or non-education majors with an education option leading to initial certification/licensure.

CODES, CATEGORIES, AND COMMENTS:

This is reported on all students, undergraduates as well as graduates. An individual may be returning to college for initial certification in a different program. These students are now reported through CHEMIS as non-degree seeking and additionally they would be coded as "Y" for initial certification/licensure.

Y = an option leading to initial certification/licensure

N = not applicable

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: Y, N

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: Y (represents a student in a non-education major with an option leading to certification)

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WHERE USED (File):
WHERE USED (Table):
WHERE USED (Tape):   TAPE.STUDENTE, TAPE.STUDENTC

DATE CREATED: 5/23/91
DATE LAST REVISED: 4/22/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Citizenship

SUPPLIED BY: Institution

DEFINITION: The code that indicates the country of the student's citizenship. NOTE:
 If a student is a citizen of more than one country, the institution must report
<u>only</u> one of the citizenships.
If the student's citizenship cannot be determined or is not available, the "XX"
UNKNOWN code may be reported.   Institutions will be provided with a report
indicating the number of "XX" UNKNOWN codes reported for this field.

CODES, CATEGORIES, AND COMMENTS:
See Appendix B, FIPS Country codes.

Note: U.S. possessions, protectorates, and territories should be treated as states
and thus coded **US**. Includes American Samoa, Northern Mariana Islands, Baker Island,
Guam, Howland Island, Johnston Atoll, Kingman Reef, Midway Islands, Puerto Rico,
Virgin Islands, Wake Island, Navassa Island, Jarvis Island, Palmyra Atoll, and the
Trust Territory of the Pacific Islands.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: See Appendix B, FIPS Country codes

FIELD LENGTH: 2

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: US (represents an United States citizen)

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WHERE USED (File):   STUDENT.STATIC, STUDENT.CHAR
WHERE USED (Table):   TBL.COUNTRY
WHERE USED (Tape):   TAPE.STUDENTE, TAPE.STUDENTC

DATE CREATED: 5/23/91
DATE LAST REVISED: 6/17/94

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Year of Construction

SUPPLIED BY: Institution

DEFINITION: The year the construction of the building was completed.

CODES, CATEGORIES, AND COMMENTS:

NOTE: If LMR_YEAR is not Null (9999), LMR_YEAR must be greater than CONST_YEAR.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: Valid Year

FORMAT: YYYY Year

FIELD LENGTH: 4

FIELD TYPE: Numeric

ENTRY EXAMPLE: 1960

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WHERE USED (File):   BLDG.TRANS

WHERE USED (Table):

WHERE USED (Tape):   TAPE.FACIL

DATE CREATED: 5/23/91
DATE LAST REVISED: 6/17/94

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Contact Hours per Week

SUPPLIED BY: Institution

DEFINITION: The number of hours this section/course is scheduled to meet within a specified time period. A standard contact hour equals 50 minutes.

CODES, CATEGORIES, AND COMMENTS:

NOTE: This data element should contain actual contact hours as determined by the institution.

NOTE: Remedial courses such as English 100, Math 100, etc. should be reported at full contact hours. Any additional calculations needed for the Formula, concerning Remedial courses, will be performed by the Commission from the full contact hours reported.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 0000-9999; 9999=Null
                        NOTE: 0000 may be valid for certain courses such as laboratories, dissertations, theses. The 9999 code, Null, is not allowed for Remedial courses (COUR_LEVEL = 1).

FIELD LENGTH: 4 (with 2 implied decimals)

FIELD TYPE: Numeric

ENTRY EXAMPLE: 0300   (implies 3.00 contact hours)

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WHERE USED (File):   COURSE.STATIC
WHERE USED (Table):
WHERE USED (Tape):   TAPE.COURSE

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: SBTCE Faculty Contract Terms

SUPPLIED BY: Institutions

DEFINITION: Full-time faculty members at the technical colleges are hired based on a work load stated in either contract hours or credit hours.

CODES, CATEGORIES AND COMMENTS:

This will only be used in the calculation to report data for Performance Indicator 3-B for the Technical Colleges.

1 = Credit Hours
2 = Contact Hours

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory – Null Not Allowed

DATA VALUE RANGE: 1,2, Null = 9

FIELD LENGTH: 1

FIELD TYPE: Numeric

ENTRY EXAMPLE: 1 represents a faculty member whose work load has been contracted on the basis of credit hours.

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SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Cost of Attendance

SUPPLIED BY: Institution

DEFINITION: The student's cost-of-attendance is the total amount estimated that it will cost the student to attend during a period of enrollment. The financial aid offices at the school the student is attending are responsible for calculating the student's cost based on formulas specified by Title IV Regulations. The cost-of-attendance includes components such as tuition and fees, room (can not exceed the average cost for on campus) and board (can not exceed the least expensive 21 meals per week plan, transportation costs, and dependent care expenses.

CODES, CATEGORIES, AND COMMENTS:

This is to be reported for those students receiving Palmetto Fellows Scholarships, LIFE, HOPE, Need-based Grants, or Pell Grants.

The amount reported in the Cost of Attendance data field can be for an Academic Year or a Term (i.e., Semester). The period reported is designated in the data field, CST_PER, described on page 10.4.

When the award amount is for a credit, cost of attendance is to be reported as 999999.

Scholarship/Grant Types for Cost of Attendance:
          Palmetto Fellows - Required to be reported unless a credit, then report as 999999.
          LIFE – Required to be reported unless a credit, then report as 999999
          HOPE – Required to be reported unless a credit, then report as 999999
          Need-based – Required to be reported unless a credit, then report as 999999
          Lottery Tuition Assistance – Report as 999999
          Pell Grant - Required to be reported unless a credit, then report as 999999

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 000001 - 999998; 999999 = Null

FIELD LENGTH: 6

FIELD TYPE: Numeric

ENTRY EXAMPLE: 007000 (represents $7,000 as the cost of attendance)

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WHERE USED (File):
WHERE USED (Table):
WHERE USED (Tape): TAPE.STUDENTD

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Cost of Attendance Reporting Period

SUPPLIED BY: Institution

DEFINITION: The time period that defines the amount reported as the student's cost-of-attendance.

CODES, CATEGORIES, AND COMMENTS:

A = Academic Year
T = Term (i.e., Semester)
9 = Not Applicable

When the award amount is for a credit, cost of attendance reporting period is to be reported as 9.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: A, T, 9=Null/Not Applicable

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

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WHERE USED (File):
WHERE USED (Table):
                WHERE USED (Tape):   TAPE.STUDENTD

DATE CREATED: 5/23/91
DATE LAST REVISED: 4/22/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Geographic Origin / County Identifier

SUPPLIED BY: Institution

DEFINITION: A code for the county of South Carolina in which the
student resided at the time of the first admission to the institution. This data
element is for in-state students only.   NOTE: Out-of-state students will be
reported with the "96" code.   Foreign students will be reported with the "97" code.
 South Carolina students for which the county identifier is unknown will be reported
with the "98" code.

CODES, CATEGORIES, AND COMMENTS:
See Appendix E, South Carolina County codes.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: See Appendix E, South Carolina County codes

FIELD LENGTH: 2

FIELD TYPE: Numeric

ENTRY EXAMPLE: 01   (represents Abbeville county)

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WHERE USED (File):   STUDENT.STATIC, BLDG.TRANS, COURSE.MEETING

WHERE USED (Table):   TBL.SITE

WHERE USED (Tape):   TAPE.STUDENTE

DATE CREATED: 5/23/91
DATE LAST REVISED: 6/17/94

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Course Credit Hours

SUPPLIED BY: Institution

DEFINITION: The numerical credit value offered for the course\section. Estimated amount, to hundredths.

CODES, CATEGORIES, AND COMMENTS:

NOTE: This data element should contain actual credit hours as determined by the institution.

NOTE: Remedial courses such as English 100, Math 100, etc. should be reported at full credit. Any additional calculations needed for the Formula, concerning Remedial courses, will be performed by the Commission from the full credit hours reported.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 0000-9998
                    NOTE: 0000 may be valid for certain courses such as laboratories, dissertations, theses.

FIELD LENGTH: 4 (with 2 implied decimals)

FIELD TYPE: Numeric

ENTRY EXAMPLE: 0300 (implies 3.00 course credit hours)

══════════════════════════ **CHE USE ONLY** ══════════════════════════

WHERE USED (File):   COURSE.ENROLL

WHERE USED (Table):

WHERE USED (Tape):   TAPE.COURSE

DATE CREATED: 5/23/91
DATE LAST REVISED: 6/05/96

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Course Enrollment

SUPPLIED BY: Institution

DEFINITION: The total number of students enrolled in the course/section for a specific Enrollment Type (e.g. Lower Division) AND for a specific Course Credit.

CODES, CATEGORIES, AND COMMENTS:

NOTE: Students auditing a course/section should be excluded from the COUR_ENROLL field.

NOTE: Students taking a course/section under the South Carolina statute 59-111-15, "Tuition assistance for permanent faculty and staff", should be included in the COUR_ENROLL field.

NOTE: The Course Enrollment can **not** exceed the Number of Stations for a specific Course/Section and Room. **(Warning only)**

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 0001-9998

FIELD LENGTH: 4

FIELD TYPE: Numeric

ENTRY EXAMPLE: 0100   (represents 100 students enrolled)

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WHERE USED (File):   COURSE.ENROLL
WHERE USED (Table):
WHERE USED (Tape):   TAPE.COURSE

DATE CREATED: 5/23/91
DATE LAST REVISED: 11/17/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Course Teaching Level Identifier

SUPPLIED BY: Institution

DEFINITION: Indicates the teaching level of the course/section offering. This code is institutionally determined and each course/section must be assigned to a particular level prior to enrollment considerations.

CODES, CATEGORIES, AND COMMENTS:

1 = Remedial
2 = Lower Division
3 = Upper Division
4 = Senior/Graduate
5 = Graduate
6 = First Professional

See following page for category descriptions

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 1-6

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: 1 (represents a Remedial teaching level)

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WHERE USED (File):   COURSE.STATIC
WHERE USED (Table):
WHERE USED (Tape):   TAPE.COURSE

<u>Remedial (IPEDS)</u>: Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.

<u>Remedial (CHE)</u>: Deliberately planned and structured activities and courses in mathematics, writing, and reading directed toward specific areas of student under preparation or inability which are not characteristic of all or most of the students in the institution, which are systematic in their approach, and which are directed toward improvement of student performance.

<u>Lower Division</u>: Courses offered for credit toward the first and second year of an undergraduate degree program, an associate's degree program, or a technical or vocational degree below the baccalaureate.

<u>Upper Division</u>: Courses offered for credit toward the third and fourth year of a four year undergraduate degree program .

<u>Senior/Graduate</u>: Courses offered for graduate credit but which may also be taken at the senior level for undergraduate credit.

<u>Graduate</u>: Courses offered for credit toward a Master's or Doctoral degree program.

<u>First Professional</u>: Courses offered for credit toward the first professional degree in medicine, dentistry, law, and pharmacy.

DATE CREATED: 5/23/91
DATE LAST REVISED: 9/18/91

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Course Number

SUPPLIED BY: Institution

DEFINITION: Code which uniquely identifies the course/section at the reporting institution from among similar subject area offerings. For example, 101 (as in ENGL 101).

CODES, CATEGORIES, AND COMMENTS:

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: Institutionally Defined (i.e. any combination of letters or numbers).

FIELD LENGTH: 5

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: 100 (represents a course number of 100)

════════════════════════ **CHE USE ONLY** ════════════════════════

WHERE USED (File):   COURSE.STATIC,   COURSE.ENROLL,   COURSE.INSTRUCT, COURSE.MEETING

WHERE USED (Table):

WHERE USED (Tape):   TAPE.COURSE

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Course Symbol

SUPPLIED BY: Institution

DEFINITION: Department or indication of area of study associated with the course/section at the reporting institution. For example, ENGL (for English), SOC (for Sociology), RUSS (for Russian).

CODES, CATEGORIES, AND COMMENTS:

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: Institutionally Defined (i.e. any combination of letters or numbers).

FIELD LENGTH: 5

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: ENGL (represents a symbol for English courses)

═══════════════════════ **CHE USE ONLY** ═══════════════════════

WHERE USED (File):   COURSE.STATIC,   COURSE.ENROLL,   COURSE.INSTRUCT, COURSE.MEETING

WHERE USED (Table):

WHERE USED (Tape):   TAPE.COURSE

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Credit Hours Earned

SUPPLIED BY: Institution

DEFINITION: The total credit hours earned by the student upon awarding the degree. This will be reported on an annual basis on the completions record for the student and pertains only to undergraduate students and those students that were first time entering freshmen, thus excluding trans students.

CODES, CATEGORIES, AND COMMENTS:

Definition change effective with the reporting of completion data for the Academic Year 2000-2001. Prior data reported can not be used for comparison.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 00001 - 99998, 99999-Null

FIELD LENGTH: 5 (with 2 implied decimals)

FIELD TYPE: Numeric

ENTRY EXAMPLE: 12550 (implies 125.50 credit hours required)

═══════════════════════   **CHE USE ONLY**   ═══════════════════════

WHERE USED (File):   STUDENT.COMPLETION

WHERE USED (Table):

WHERE USED (Tape):   TAPE.STUDENTC

DATE CREATED: 11/04/97
DATE LAST REVISED: 07/11/01

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Credit Hours Required—No Longer Reported

SUPPLIED BY: Institution

DEFINITION: CODES, CATEGORIES, AND COMMENTS:

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 99999-Null

FIELD LENGTH: 5 (with 2 implied decimals)

FIELD TYPE: Numeric

ENTRY EXAMPLE:

═══════════════════════ **CHE USE ONLY** ═══════════════════════

WHERE USED (File):   STUDENT.COMPLETION

WHERE USED (Table):

WHERE USED (Tape):   TAPE.STUDENTC

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Credit Hours Enrolled

SUPPLIED BY: Institution

DEFINITION: The total credit hours attempted by the student this semester at the reporting institution. Including remedial credit hours and excluding audited hours.

CODES, CATEGORIES, AND COMMENTS:

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 0000-9998

FIELD LENGTH: 4 (with 2 implied decimals)

FIELD TYPE: Numeric

ENTRY EXAMPLE: 1250 (implies 12.5 credit hours enrolled)

═══════════════════════════ **CHE USE ONLY** ═══════════════════════════

WHERE USED (File):   STUDENT.TRANS

WHERE USED (Table):

WHERE USED (Tape):   TAPE.STUDENTE

DATE CREATED: 9/18/91
DATE LAST REVISED: 6/01/92

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Credit Type Code

SUPPLIED BY: CHEMIS Generated

DEFINITION: Code designating whether or not all the students enrolled in a particular course/section will receive the same Course Credit.

CODES, CATEGORIES, AND COMMENTS:

F = Fixed
V = Variable

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Calculated

DATA VALUE RANGE: F or V

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: F (represents a Fixed credit type)

====================== **CHE USE ONLY** ======================

WHERE USED (File):   COURSE.STATIC
WHERE USED (Table):
WHERE USED (Tape):

DATE CREATED: 5/23/91
DATE LAST REVISED: 8/19/91

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Cumulative GPA

SUPPLIED BY: Institution

DEFINITION: Cumulative Grade Point Average (GPA) at the reporting institution, computed from all courses completed since enrolling at the institution. Based on a four-point system.

CODES, CATEGORIES, AND COMMENTS:

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 000-400

FIELD LENGTH: 3 (with 2 implied decimals)

FIELD TYPE: Numeric

ENTRY EXAMPLE: 400 (implies a cumulative GPA of 4.00)

═══════════════════════════ CHE USE ONLY ═══════════════════════════

WHERE USED (File):   STUDENT.TRANS
WHERE USED (Table):
WHERE USED (Tape):   TAPE.STUDENTE

DATE CREATED: 7/19/91
DATE LAST REVISED: 12/27/01

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Cumulative Credit Hours

SUPPLIED BY: Institution

DEFINITION: Cumulative credit hours.

CODES, CATEGORIES, AND COMMENTS:

NOTE: This field should **not** contain the attempted credit hours (CREDIT_HRS) for the current reporting semester. The CUMUL_HRS field should contain the **earned** credit hours at the reporting institution and any transfer hours accepted by the institution as of the matriculation or freeze date.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 00000-99998

FIELD LENGTH: 5   (with 2 implied decimals)

FIELD TYPE: Numeric

ENTRY EXAMPLE: 12550   (implies 125.5 cumulative credit hours)

═══════════════════════════ **CHE USE ONLY** ═══════════════════════════

WHERE USED (File):   STUDENT.TRANS
WHERE USED (Table):
WHERE USED (Tape):   TAPE.STUDENTE

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Data Type

SUPPLIED BY: Institution

DEFINITION: Designates a subset of data elements within a specified record type
(REC_TYPE). NOTE: Certain data types may occur multiple times within a given
record type.

CODES, CATEGORIES, COMMENTS:

```
For REC_TYPE = 'A'
                                          Occurrences in Record Type
      B = Building                                1
      R = Room                                    1 or more
For REC_TYPE = 'C'
                                          Occurrences in Record Type
      S = Static                                 1
      E = Enrollment                              1 or more
      I = Instructor                              1 or more
      M = Day/Time Mtg                      1 or more
For REC_TYPE = 'E' (Enrollment)
                                          Occurrences in Record Type
      E = Enrollment                              1
      T = Transfer                                0 or 1
      M = Major                                   0 or more
For REC_TYPE = 'E' (Scholarship Disbursement)
                                          Occurrences in Record Type
      D = LIFE                                    0 or more
      H = Hope                                    0 or more
      P = Palmetto Fellows                        0 or more
      N = Need-based (Publics)                    0 or more
      T = Lottery Tuition Assistance              0 or more
      G = Need-based(Independents-Tuition Grants Comm)0 or more
```

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: B (represents a Building Data Record)

════════════════════════ **CHE USE ONLY** ════════════════════════

WHERE USED (File):
WHERE USED (Table):
WHERE USED (Tape):   TAPE.FACIL, TAPE.COURSE, TAPE.STUDENTE, TAPE.STUDENTC,
                              TAPE.STUDENTD

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Date of Hire

SUPPLIED BY: Institutions

DEFINITION: The date an employee is hired.

CODES, CATEGORIES AND COMMENTS:

This data will be used to include or exclude a faculty member for reporting IPEDS
Salaries Data.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory, Null Allowed

DATA VALUE RANGE: Valid date, 999999999 = Null

FORMAT: YYYYMMDD

FIELD LENGTH: 8

FIELD TYPE: Numeric

ENTRY EXAMPLE: 19991001 (year, month, day)

═══════════════════════   CHE USE ONLY   ═══════════════════════

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Date of Termination

SUPPLIED BY: Institutions

DEFINITION: The date an employee is terminated.

CODES, CATEGORIES AND COMMENTS:

This data will be used to include or exclude a faculty member for reporting IPEDS Salaries Data.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory, Null Allowed

DATA VALUE RANGE: Valid date, 999999999 = Null

FORMAT: YYYMMDD

FIELD LENGTH: 8

FIELD TYPE: Numeric

ENTRY EXAMPLE: 19991001 (year, month, day)

══════════════════════ **CHE USE ONLY** ══════════════════════

DATE CREATED: 5/23/91
DATE LAST REVISED: 11/12/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Days of the Week

SUPPLIED BY: Institution

DEFINITION: The day(s) of the week this course/section is scheduled to meet. Each day of the week will be coded as follows: M Monday; T Tuesday; W Wednesday; R Thursday; F Friday; S Saturday; and U Sunday. Combinations of the above codes will be used to designate multiple meeting days (e.g. MWU for Monday, Wednesday, Sunday). NOTE: When using combinations, the order of the codes will always begin with Monday and end with Sunday AND will not contain spaces between the codes. Similarly, a letter can not be used twice in the same code.

If a course/section does not have a set specified meeting day(s), TBA (To be Announced) should be used.

CODES, CATEGORIES, AND COMMENTS:

M = Monday   F = Friday
T = Tuesday   S = Saturday
W = Wednesday   U = Sunday
R = Thursday

Any combination of the above codes not to exceed the field length (i.e. MTWRFSU)

EOS = Every Other Saturday

NOTE: This code is to be used when a course/section meets every other Saturday. This code was developed in conjunction with the needs of the University of South Carolina which may assist other institutions also.

TBA = To Be Announced

NOTE: If the TBA code is specified in the DAY_WEEK field of the Day/Time Meeting Data Record for the TAPE.COURSE file, the corresponding Start Time, End Time, Building Identifier, and Room Identifier fields **must** be null.

NOTE: All Day/Time Meeting Data Records for the TAPE.COURSE file **must** contain a valid Site Identifier.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: Any combination of MTWRFSU; TBA

FIELD LENGTH: 7

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: TR   (represents a course taught on Tuesday and Thursday)
════════════════════════ **CHE USE ONLY** ════════════════════════
WHERE USED (File):   COURSE.MEETING

WHERE USED (Table):

WHERE USED (Tape):   TAPE.COURSE

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Degree Level

SUPPLIED BY: Institution

DEFINITION:

    Enrollment: A code which indicates a student's enrollment in a specific type of post secondary program.

    Completions: The award conferred upon the student by the institution for the successful completion of a given curriculum or program.

CODES, CATEGORIES, AND COMMENTS:
```
01 = Certificate < one year
02 = One year but < two year certificate
03 = Two year but < four year certificate
04 = Associate I creditable
05 = Associate II non-creditable       Inactive as of 10-18-94
06 = Four or five year Baccalaureate
07 = Post Baccalaureate
08 = First Professional
09 = Masters
10 = Post Masters Certificate
11 = Beyond Masters but < Doctorate  (Specialist)
12 = Doctorate
14 = Non-degree seeking
```

Code 13 Other, is no longer valid as of 2-25-93.

Codes 01 through 12 represent degree-seeking classifications. Degree-seeking is defined as students enrolled in courses for credit who <u>have</u> been recognized by the institution as seeking a degree or formal award. At the undergraduate level, this <u>is</u> intended to include students enrolled in vocational or occupational programs.

Codes 01, 02, and 03 with their associated Program Codes do not require approval by the Commission for the technical colleges and therefore are validated against Appendix D, IPEDS\CHE CIP Codes versus Appendix K, CHE State Program Codes.

Code 05 Associates II non-creditable became Inactive on 10-18-94 and will no longer be valid in the State Program Code Table.

Enrollment: Codes 01 through 12, and Code 14 must be accompanied by an **approved** Program Code/Program Suffix for the reporting institution.

Note: If DEG_LEVEL = 14 in the Enrollment Data Record, then a Double Major Data Record must not exist for this student.

Note: The following correlation applies to the Student Level and the Degree Level data elements.

```
If DEG_LEVEL = 01,02,03, or 04,STU_LEVEL must be 01,02,03,04
If DEG_LEVEL = 06, STU_LEVEL must be 01,02,03,04 or 05
If DEG_LEVEL = 07, STU_LEVEL must be 07
If DEG_LEVEL = 08, STU_LEVEL must be 06
If DEG_LEVEL = 09, STU_LEVEL must be 07
```

```
        If DEG_LEVEL = 10, STU_LEVEL must be 07
        If DEG_LEVEL = 11, STU_LEVEL must be 07
        If DEG_LEVEL = 12, STU_LEVEL must be 08
        If DEG_LEVEL = 14, STU_LEVEL must be 01,02,03,04,05 or 09
```

Completions: Code 14 is not valid for completion records.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 01-12,14 **NOTE: The valid DEG_LEVEL of '14' is not appropriate for completion records.**

FIELD LENGTH: 2

FIELD TYPE: Numeric

ENTRY EXAMPLE: 12   (represents a Doctorate Degree Level)

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WHERE USED (File):   STUDENT.TRANS, STUDENT.COMPL

WHERE USED (Table):

WHERE USED (Tape):   TAPE.STUDENTE, TAPE.STUDENTC

Certificate, Less Than One Year: Requires completion of an organized program of study at the postsecondary level in less than one full time equivalent academic years or designed for completion in less than 30 credit hours, or in less than 900 contact hours.

Certificate, One Year But Less Than Two Years: Requires completion of an organized program of study at the postsecondary level in at least one, but less than two full time equivalent academic years, or designed for completion in at least 30, but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.

Certificate, Two Years But Less than Four Years: Requires completion of an organized program of study at the postsecondary level in at least two but less than four full time equivalent academic years; or designed for completion in at least 60, but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours.

Associate I, Creditable: An award that normally requires at least two, but less than four years of full time equivalent college work that can be used as a credit towards the award of a four-year degree.

Associate II, Non-Creditable: An award that normally requires at least two, but less than four years of full time equivalent college work that cannot be used as credit toward the award of a four degree. **Inactive as of 10-18-94.**

Four or Five Year Baccalaureate: An award that normally requires at least four, but not more that five years of full time equivalent college-level work. This includes ALL bachelor's degrees conferred in a cooperative or work-study plan or program. Also includes bachelor's degrees in which the normal four years of work are completed in three years.

Post Baccalaureate: An award that requires the completion of an organized program of study requiring at least 18 credit hours beyond the bachelor's; designed for persons who have completed a baccalaureate degree program, but do not meet the requirements of academic degrees carrying the title of master.

First Professional: An award that requires completion of a program that meets all

of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (23 at least two years of college work prior to entrance into the program; and (3) a total of at least six academic years of college work to complete the degree or program, including prior required college work plus the length of the professional program itself. First professional degrees may be awarded in the following
ten fields:

Chiropractic (D.C. or D.C.M.)	Pharmacy (Phar.D.)
Dentistry (D.D.S. or D.M.D)	Podiatry (Pod.D. or D.P.)
Medicine (M.D.)	Veterinary Medicine (D.V.M.)
Optometry (O.D.)	Law (L.L.B. or J.D.)
Osteopathic Medicine (D.O.)	Theology (M.Div. or M.H.L. or B.D., or Ordination)

<u>Master's</u>: An award that requires the successful completion of a program of study of at least the full time equivalent of one, but not more than two years of work beyond the bachelor's degree.

<u>Post Master's Certificate</u>: An award that requires completion of an organized program of study of 24 credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.

<u>Beyond Master's But Less Than Doctoral (Specialist)</u>: Requires the completion of an organized program of study that awards the specialist degree, but does not meet the requirements of academic degree at the doctor's level.

<u>Doctorate</u>: An award that requires work at the graduate level and terminates in a doctor's degree.

<u>Non-degree seeking</u>: Students enrolled in courses for credit who <u>have not</u> been recognized by the institution as seeking a degree or formal award. At the undergraduate level, this <u>is not</u> intended to include students enrolled in vocational or occupational programs.

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Degree

SUPPLIED BY: Institution

DEFINITION: An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.

CODES, CATEGORIES, AND COMMENTS:

Note: Since Certificate Degrees (DEG_LEVEL 01,02,03) do not require approval by the Commission for the technical colleges, any combination of letters and/or numbers in the DEGREE field will be valid for SBTCE.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: Valid Degrees as defined in the CHE Academic Affairs Program Inventory (i.e. any combination of letters or numbers), 999999, 999999=Null

FIELD LENGTH: 6

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: MBA, Masters Business Administration
                      AA, Associate of Arts
                      AS, Associate of Science

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WHERE USED (File):   STUDENT.COMPL

WHERE USED (Table):

WHERE USED (Tape): TAPE.STUDENTC

DATE CREATED: 11/25/92
DATE LAST REVISED: 11/25/92

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Delete Flag

SUPPLIED BY: CHEMIS Generated

DEFINITION: Indicates whether a record within a Work File has been deleted or not. A record will be deleted from the Work Files once the record has been successfully loaded into the CHEMIS database.

CODES, CATEGORIES, AND COMMENTS:

Y = Yes
N = No

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: Y,N

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: Y

======================   **CHE USE ONLY**   ========================

WHERE USED (File):   WORK.BLDG, WORK.ROOM, WORK.PCEXP, WORK.COURSE, WORK.ENROLL,
                            WORK.INSTRUCT, WORK.MEETING, WORK.STUDENT, WORK.TRANSFER,
                            WORK.MAJOR, WORK.COMPL, WORK.IDENTIFIER

WHERE USED (Table):

WHERE USED (Tape):

DATE CREATED: 5/23/91
DATE LAST REVISED: 8/04/94

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Disabled Access

SUPPLIED BY: Institution

DEFINITION: Indicates whether the room is barrier-free for its assigned use, normally through a simple notation for accessibility. A room is accessible if it can be reached without assistance from immediately outside of the building by a person in a wheel chair and if it has at least one accessible station. Further, for a room to be accessible, the building itself must have at least one accessible restroom.

CODES, CATEGORIES, AND COMMENTS:

Y = Yes
N = No

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: Y,N

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: Y

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WHERE USED (File):   ROOM.TRANS

WHERE USED (Table):

WHERE USED (Tape):   TAPE.FACIL

DATE CREATED: 7/26/91
DATE LAST REVISED: 9/01/04

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Distance Learning Code

SUPPLIED BY: Institution

DEFINITION: A code which indicates whether a course/section is delivered in the traditional manner (significant site attendance required) or through a variety of electronic methods as described below in the codes.

CODES, CATEGORIES, AND COMMENTS:

   1) Course delivered over the Internet
   2) Course delivered through special high-cost facilities for site-to-site two-way audio-video (compressed video)
   3) Course delivered via satellite, cable TV, broadcast TV/radio, closed-circuit, video tape, CD ROMS
   4) Correspondence Course
   N) Course is considered delivered through "Traditional" Instruction, significant site attendance is required
   Y) Yes, this is a distance education class and indicates whether or not a course/section is transmitted electronically to the receiver site, including video cassettes. (This value will be left in for Fall 2004 as an option because of the late notification to the institutions of the code set. Will be removed for reporting Spring 2005 course data.)

NOTE: Site Identifier 85000 should be used to designate Distance Education Receiver Sites that are Unknown. This code is only valid for Day/Time Meeting Data Records in the TAPE.COURSE file.

If the Site_ident = 85000, then dist_learn must be 1, 2, 3, or 4. For fall 2004, Y is also a choice.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 1,2,3,4,Y,N

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: N

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WHERE USED (File):   COURSE.STATIC

WHERE USED (Table):

WHERE USED (Tape):   TAPE.COURSE

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Employee Status

SUPPLIED BY: Institution

DEFINITION: Current employment status - full or part-time.

CODES, CATEGORIES AND COMMENTS:

1 = Full-time
2 = Part-time

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null NOT Allowed

DATA VALUE RANGE: 1 or 2

FIELD LENGTH: 1

FIELD TYPE: Numeric

ENTRY EXAMPLE: 1 represents Full time employee

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Faculty Identifier

SUPPLIED BY: Institution

DEFINITION: The official number that serves to uniquely identify the Faculty. Use the Faculty's social security number where available. Otherwise, the institution will assign a unique nine-digit number (State Identifier number) according to the following format:

Digits 1-3: CHE Institutional prefix: see Appendix J, CHE Institutional prefixes

Digits 4-9: Sequential number assigned by the institution; Range: 000000-999999

CODES, CATEGORIES AND COMMENTS:

NOTE: Once an instructor is reported with either a Social Security Number or a State Identifier number, they MUST continue to be reported with that same identification number for the duration of their teaching career within South Carolina institutions. This includes all situations where the instructor's identification number may change such as attaining US citizenship.

NOTE: When an instructor is hired by another South Carolina institution, it will be the responsibility of the "hiring" institution to review the instructors records to determine if the instructor was assigned a State Identifier number at a previous South Carolina institution. If so, the "hiring" institution MUST report the previously assigned State Identifier number.

To facilitate this instructor identification scheme, the CHE recommends that institutions provide either the Social Security number or the State Identifier number in the instructor's employment records. The State Identifier number will typically only apply to foreign instructors.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null NOT Allowed

DATA VALUE RANGE: 000000001-899999999 (Social Security Number)

FIELD LENGTH: 9

FIELD TYPE: Numeric

ENTRY EXAMPLE: 212334545 represents the Social Security Number of 212-33-4545

DATE CREATED: 9/18/91
DATE LAST REVISED: 9/24/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Ending Date

SUPPLIED BY: Institution

DEFINITION: The calendar date on which the course/section ends.

CODES, CATEGORIES, AND COMMENTS:

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: Valid Date

FORMAT: YYYYMMDD, Year Month Day

FIELD LENGTH: 8

FIELD TYPE: Numeric

ENTRY EXAMPLE: 19911231 (represents December 31, 1991)

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WHERE USED (File):   COURSE.STATIC,   COURSE.ENROLL,   COURSE.INSTRUCT,
COURSE.MEETING

WHERE USED (Table):

WHERE USED (Tape):   TAPE.COURSE

DATE CREATED: 5/23/91
DATE LAST REVISED: 06/05/96

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Ending Time

SUPPLIED BY: Institution

DEFINITION: The time of the day, using a 24 hour clock, that the course/section ends. Example: 1600 = 4:00 p.m. If a course/section does not have a set specified ending time (such as an independent study or a dissertation), then the ending time should be reported as a null AND the Days of the Week code must be TBA (to be announced).

CODES, CATEGORIES, AND COMMENTS:

NOTE: If the TBA code is specified in the DAY_WEEK field of the Day/Time Meeting Data Record for the TAPE.COURSE file, the corresponding Start Time, End Time, Building Identifier, and Room Identifier fields **must** be null.

NOTE: All Day/Time Meeting Data Records for the TAPE.COURSE file **must** contain a valid Site Identifier.

NOTE: The Starting Time can **not** be greater than or equal to the corresponding Ending Time.

NOTE: The absolute difference between the Starting Time and the corresponding Ending Time can **not** be greater than 10 hours.
(Warning Only)

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed
                         NOTE: The null value is <u>only</u> appropriate for courses where
                         the DAY_WEEK field is equal to 'TBA'.
DATA VALUE RANGE: 0001-2400, 9999; 9999=Null
FIELD LENGTH: 4
FIELD TYPE: Numeric
ENTRY EXAMPLE: 1600 (represents 4:00 pm)

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WHERE USED (File): COURSE.MEETING
WHERE USED (Table):
WHERE USED (Tape): TAPE.COURSE

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Enrollment Status

SUPPLIED BY: Institution

DEFINITION: The student's current enrollment status - full or part-time.

CODES, CATEGORIES, AND COMMENTS:

1 = Full-time
2 = Part-time

See following page for category descriptions.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 1-2

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: 1 (represents a Full-time student)

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WHERE USED (File):   STUDENT.TRANS

WHERE USED (Table):

WHERE USED (Tape):   TAPE.STUDENTE

<u>Full-time</u>: For undergraduates; a full-time student is a student enrolled for twelve or more semester credits. For graduate students; full-time is defined as enrollment in nine or more semester credits or students involved in thesis preparation that are considered full-time by the institution .

<u>Part-time</u>: For undergraduate students; a part-time student is a student enrolled for eleven or fewer semester credits. For graduate students; part-time is defined as enrollment in eight or less semester credits.

NOTE: The above IPEDS definitions apply only to Fall and Spring semesters. For summer sessions, institutions will define their own credit hour limits in determining the full-time or part-time classification.

DATE CREATED: 4/01/92
DATE LAST REVISED: 07/27/06

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Enrollment Type

SUPPLIED BY: Institution

DEFINITION: Indicates the broad categorization of students based on their progress toward a degree or certificate.   There may be multiple enrollment types for a particular course/section (i.e. Lower and Upper division students taking the same class).

NOTE: This field is a summarized version of the Student Level field. For example, the "Freshman" and "Sophomore" Student Levels are grouped together under the Enrollment Type of "Lower Division". High school students taking college classes would have previously been included as a part of the enrollment type, Lower Division if the level of the course was lower division.

Refer to the following page for additional definitions of the specified codes.

CODES, CATEGORIES, COMMENTS:

1 = Lower Division
2 = Upper Division
3 = Graduate I
4 = Graduate II
5 = First Professional - Medicine
6 = First Professional - Dentistry
7 = First Professional - Law
8 = First Professional – Pharmacy
9 = High School Students

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 1-9

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: 2 (represents an Upper Division enrollment type
═══════════════════════ **CHE USE ONLY** ═══════════════════════

WHERE USED (File):   COURSE.ENROLL
WHERE USED (Table):
WHERE USED (Tape):   TAPE.COURSE

When aggregating Course data, use the following definitions to categorize the individual students.

Lower Division: Students enrolled at the Freshman or Sophomore level. (STU_LEVEL of 01 or 02).

Upper Division: Students enrolled at the Junior or Senior level. (STU_LEVEL of 03 or 04).

Note: Students enrolled at the Unclassified Undergraduate level (STU_LEVEL of 05) will have an ENROLL_TYPE that corresponds to the COUR_LEVEL. For example, if a student is enrolled at the Student Level of 05 for Unclassified Undergraduate AND the COUR_LEVEL is 2 for Lower Division, then the ENROLL_TYPE for that student will be 2 for Lower Division. (There is an exception for high school students.)

Graduate I: Students enrolled at the Masters level. (STU_LEVEL of 07).
Note: Students enrolled at the Unclassified Graduate level (STU_LEVEL of 09) will be included in this category.

Note: Students enrolled in a Beyond Masters but < Doctorate (Specialist) Degree (DEG_LEVEL = 11) and at the Graduate I (Masters) level (STU_LEVEL of 07) or at the Unclassified Graduate level (STU_LEVEL of 09) will also be included in this category.

Graduate II: Students enrolled at the Doctoral level. (STU_LEVEL of 08).

First Professional - Medicine: Students enrolled at the First Professional level (STU_LEVEL of 06) and have declared a Classification of Instructional Program (CIP) of medicine.

First Professional - Dentistry: Students enrolled at the First Professional level (STU_LEVEL of 06) and have declared a Classification of Instructional Program (CIP) of dentistry.

First Professional - Law: Students enrolled at the First Professional level (STU_LEVEL of 06) and have declared a Classification of Instructional Program (CIP) of law.

First Professional - Pharmacy: Students enrolled at the First Professional level (STU_LEVEL of 06) and have declared a Classification of Instructional Program (CIP) of pharmacy.

High School Students: These are high school students who are taking college courses either on a college campus or another location. They would have been classified with a student level of 05, Unclassified.

DATE CREATED: 1/10/92
DATE LAST REVISED: 9/28/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Semester Student Entered the System

SUPPLIED BY: CHEMIS Generated

DEFINITION: Indicates the first semester that the student entered the CHEMIS database.

CODES, CATEGORIES, COMMENTS:

```
05 = Summer II        July 1     -  July 31
10 = Fall             August 1   -  December 31
20 = Spring           January 1  -  April 30
30 = Summer I         May 1      -  June 30
```


FIELD SPECIFICATIONS

REQUIREMENT TYPE: CHEMIS Generated

DATA VALUE RANGE: 05,10,20,30

FIELD LENGTH: 2

FIELD TYPE: Numeric

ENTRY EXAMPLE: 20   (represents the Spring semester)

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WHERE USED (File):   STUDENT.STATIC

WHERE USED (Table):

WHERE USED (Tape):

DATE CREATED: 1/10/92
DATE LAST REVISED: 6/01/92

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Year Student Entered the System

SUPPLIED BY: CHEMIS Generated

DEFINITION: Indicates the first year that the student entered the CHEMIS database.

CODES, CATEGORIES, COMMENTS:

FIELD SPECIFICATIONS

REQUIREMENT TYPE: CHEMIS Generated

DATA VALUE RANGE: Valid Year

FIELD LENGTH: 4

FIELD TYPE: Numeric

ENTRY EXAMPLE: 1992

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WHERE USED (File):   STUDENT.STATIC

WHERE USED (Table):

WHERE USED (Tape):

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Deferred Maintenance Expenditures

SUPPLIED BY: Institution / Commission on Higher Education

DEFINITION: The amount identified by the institution that was spent to address deferred maintenance needs in a given year. This should include only projects which reduce needs identified in the institution's Building Quality Survey.

CODES, CATEGORIES, AND COMMENTS:

NOTE: This data element will be requested from the institutions after each fiscal year via a written survey. The Facilities division of the CHE will be responsible for entering this information into the CHEMIS database.

NOTE: Procedures and criteria will be detailed in the revised CHE Facilities Manual.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 00000000000-99999999998

FIELD LENGTH: 11

FIELD TYPE: Numeric

ENTRY EXAMPLE: 00000125000 (represents $125,000)

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WHERE USED (File):   BLDG.TRANS

WHERE USED (Table):

WHERE USED (Tape):   TAPE.PCEXP

DATE CREATED: 2/14/00
DATE LAST REVISED: 06/30/04

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Expected Family Contribution

SUPPLIED BY: Institution

DEFINITION: The Expected Family Contribution (EFC) is a measure of how much the student and his or her family can be expected to contribute to the cost of the student's education. The EFC is calculated using information provided on the Free Application for Federal Student Aid (FAFSA) and according to the formula specified by Title IV Regulations. The EFC is calculated by using one of three formulas: Worksheet A is for dependent students, Worksheet B is for independent students without dependents other than spouse, and Worksheet C is for independent students with dependents other than spouse.

CODES, CATEGORIES, AND COMMENTS:

This data field is to be reported only for those students receiving Need-based Grants, Lottery Tuition Assistance, or Pell Grants.

The amount reported in the Expected Family Contribution data field can be for an Academic Year or a Term (i.e., Semester). The period reported is designated in the data field, EXP_PER, described on page 32.3.

When the award amount is for a credit, Expected Family Contribution is to be reported as 999999.

Scholarship/Grant Types for Expected Family Contribution:
        Palmetto Fellows - Report as 999999
        LIFE - Report as 999999
        HOPE – Report as 999999
        Need-based - Required to be reported unless a credit, then report as 999999.
        Lottery Tuition Assistance – Required to be reported unless a credit, then report as 999999
        Pell Grants – Required to be reported unless a credit, then report as 999999.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 000000 - 999998; 999999 = Null

FIELD LENGTH: 6

FIELD TYPE: Numeric

ENTRY EXAMPLE: 007000 (represents $7,000 expected family contribution)
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WHERE USED (File):
WHERE USED (Table):
WHERE USED (Tape): TAPE.STUDENTD

DATE CREATED: 01/18/02
DATE LAST REVISED: 01/18/02

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Expected Family Contribution Reporting Period

SUPPLIED BY: Institution

DEFINITION: The time period that defines the amount reported as Expected Family Contribution (EFC).

CODES, CATEGORIES, AND COMMENTS:

A = Academic Year
T = Term (Semester)
9 = Not Applicable

When the award amount is for a credit, Expected Family Contribution Reporting Period is to be reported as 9.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: A, T, 9=Null/Not Applicable

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE:

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WHERE USED (File):
WHERE USED (Table):
WHERE USED (Tape):   TAPE.STUDENTD

DATE CREATED: 1/10/92
DATE LAST REVISED: 6/01/92

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Total Expenditures

SUPPLIED BY: Division of General Services / Commission on Higher Education

DEFINITION: The total amount spent on repair, maintenance and renovation through State Permanent Improvement Projects in existing square footage of a given facility during one fiscal year.

CODES, CATEGORIES, AND COMMENTS:

NOTE: This data element will be provided by the Division of General Services project database. It will include all relevant expenditures made to enhance or preserve an existing facility. The Facilities division of the CHE will be responsible for entering this information into the CHEMIS database.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 00000000000-99999999998

FIELD LENGTH: 11

FIELD TYPE: Numeric

ENTRY EXAMPLE: 00000125000 (represents $125,000)

═══════════════════════ **CHE USE ONLY** ═══════════════════════

WHERE USED (File):   BLDG.TRANS

WHERE USED (Table):

WHERE USED (Tape):   TAPE.PCEXP

DATE CREATED: 2/15/92
DATE LAST REVISED: 4/22/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Filler Field

SUPPLIED BY: Not applicable

DEFINITION: This field is not currently being used. The field is included to allow for additional data element(s) at a later date.

CODES, CATEGORIES, COMMENTS:

NOTE: Allowing for this extra space in the initial design will minimize the impact of future data element additions on the institutions.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Not applicable

DATA VALUE RANGE: Not applicable

FIELD LENGTH: Dependent on each individual file layout
                     Refer to the AS/400 File Layouts and Tape File
           Layouts for applicable field length

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: Not applicable

================== **CHE USE ONLY** ==================

WHERE USED (File):   BLDG.TRANS, ROOM.TRANS, COURSE.STATIC, COURSE.ENROLL,
                          COURSE.INSTRUCT,   COURSE.MEETING,   STUDENT.STATIC,
                          STUDENT.TRANS, STUDENT.TRANSFR, STUDENT.COMPL

WHERE USED (Table):

WHERE USED (Tape):   TAPE.FACIL, TAPE.ROOM, TAPE.COURSE, TAPE.STUDENTE,
                          TAPE.STUDENTC, TAPE.STUDENTI

DATE CREATED: 5/23/91
DATE LAST REVISED: 4/22/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Functional Use

SUPPLIED BY: Institution

DEFINITION: Identifies the functional use of the room, such as instruction, academic support, administration, or auxiliary enterprise. Coding of a room by function allows interinstitutional comparison of space assigned by function, which is not possible if only the organizational unit name, often unique to an institution, is identified. The functional use taxonomy for this purpose is adopted from NACUBO's Management Reporting and Accounting for Colleges, Second Edition, 1988.

CODES, CATEGORIES, AND COMMENTS:
See Appendix H, Functional Use codes.

NOTE: Additional information is detailed in the revised CHE Facilities Manual.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: See Appendix H, Functional Use codes

FIELD LENGTH: 3

FIELD TYPE: Numeric

ENTRY EXAMPLE: 021   (represents Institutes and Research Centers)

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WHERE USED (File):   ROOM.TRANS

WHERE USED (Table):   TBL.FNUSE

WHERE USED (Tape):   TAPE.FACIL

DATE CREATED: 5/23/91
DATE LAST REVISED: 4/22/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Gender

SUPPLIED BY: Institution

DEFINITION: The gender of the student.

CODES, CATEGORIES, AND COMMENTS:

F = Female
M = Male

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: F,M

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: F (represents a Female student)

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WHERE USED (File):   STUDENT.STATIC, STUDENT.CHAR

WHERE USED (Table):   TBL.GENDER

WHERE USED (Tape):   TAPE.STUDENTE, TAPE.STUDENTC

DATE CREATED: 2/14/00
DATE LAST REVISED: 06/30/04

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Gift Aid

SUPPLIED BY: Institution

DEFINITION: Gift aid is any source of funding (federal, state, institutional or private) that does not require the student to repay, excluding the amount awarded for the Palmetto Fellows Scholarship. It does not include self help aid, such as work study and loans.

CODES, CATEGORIES, AND COMMENTS:

This is to be reported for only those students receiving Palmetto Fellows Scholarships.

The amount reported in the Gift Aid data field can be for an Academic Year or a Term (i.e., Semester). The reporting period is designated in the data field, GIFT_PER, described on page 36.3.

When the award amount is for a credit, Gift Aid is to be reported as 999999.

Scholarship/Grant Types for Gift Aid:
        Palmetto Fellows - Required to be reported unless a credit, then report 999999.
        LIFE - Report as 999999
        Need-based - Report as 999999
        HOPE – Report as 999999
        Lottery Tuition Assistance – Report as 999999
        Pell Grants – Report as 999999

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 000001 - 999998; 999999 = Null

FIELD LENGTH: 6

FIELD TYPE: Numeric

ENTRY EXAMPLE: 007000 (represents $7,000 gift aid)

══════════════ **CHE USE ONLY** ══════════════
WHERE USED (File):
WHERE USED (Table):
WHERE USED (Tape): TAPE.STUDENTD

DATE CREATED: 01/18/02
DATE LAST REVISED: 01/18/02

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Gift Aid Reporting Period

SUPPLIED BY: Institution

DEFINITION: The time period that defines the amount reported as Gift Aid.

CODES, CATEGORIES, AND COMMENTS:

A = Academic Year
T = Term (Semester)
9 = Not Applicable

When the award amount is for a credit, Gift Aid Reporting Period is to be reported
as 9.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: A, T, 9=Null/Not Applicable

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE:

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WHERE USED (File):

WHERE USED (Table):

WHERE USED (Tape):   TAPE.STUDENTD

DATE CREATED: 5/23/91
DATE LAST REVISED: 11/17/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Gross Area

SUPPLIED BY: Institution

DEFINITION: The sum of the floor areas of the building included within the outside faces of exterior walls for all stories. Basis for Measurement: Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face. Gross area is expressed in terms of gross square feet (GSF).

CODES, CATEGORIES, AND COMMENTS:
NOTE: Additional information is detailed in the revised CHE Facilities Manual.

NOTE: GROSS_AREA must be greater than NET_AREA.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 0000001-9999998

FIELD LENGTH: 7

FIELD TYPE: Numeric

ENTRY EXAMPLE: 0002100   (represents 2100 gross square feet)

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WHERE USED (File):   BLDG.TRANS

WHERE USED (Table):

WHERE USED (Tape):   TAPE.FACIL

DATE CREATED: 7/07/97
DATE LAST REVISED: 09/02/04

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: High School Grade Point Average/Ratio. For State Scholarship Purposes the Grade Point Ratio is based on the Uniform Grading Scale-UGS.

SUPPLIED BY: Institution

DEFINITION: For state scholarship/grant purposes, the Grade Point Ratio (GPR) of the student upon completion of high school based on the uniform grading scale. The GPR will be reported as provided by the high school. This scale was defined by the State Board of Education for consistency in grading calculations for the state scholarship programs and included such items as consistent numerical breaks for letter grades, consideration of standards to define an honors course, and appropriate weighting of courses
For other first-time freshmen, the Grade Point Average (GPA) of the student upon completion of high school will be reported as provided by the high school and converted to a 4.0 scale. For a weighted GPA, the institution shall use the school's weighted scale based on the approval policies of the high school. For numerical grade point averages, the institution shall use the equivalent 4.0 scale based on the approved policies of the high school.

CODES, CATEGORIES AND COMMENTS:

NOTE: This field will be used primarily in the analysis of first-time freshmen and is not applicable to the Medical University.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: Greater Than zero, 999; 999=Null

FIELD LENGTH: 3 (with 2 implied decimals)

FIELD TYPE: Numeric

ENTRY EXAMPLE: 400 (represents a GPA of 4.00)

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WHERE USED (File): STUDENT.STATIC
WHERE USED (Table):
WHERE USED (Tape): TAPE.STUDENTE

DATE CREATED: 5/23/91
DATE LAST REVISED: 09/02/04

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: High School Rank. For State Scholarship Purposes it is based on the Uniform Grading Scale (UGS) for Ranking.

SUPPLIED BY: Institution

DEFINITION: The academic standing of a student in the graduating class at the high school described in data element HIGH_SCH, in tenths.
For scholarship purposes the academic standing of a student in the graduating class at the high school based on the UGS to determine eligibility for the LIFE or HOPE scholarships as provided by the high schools. The State Board of Education made the determination of courses and weighting to be used in the calculation of class rank.

CODES, CATEGORIES, AND COMMENTS:

01 = Top Ten Percent
02 = Second Ten Percent
03 = Third Ten Percent
04 = Fourth Ten Percent
05 = Fifth Ten Percent
06 = Sixth Ten Percent
07 = Seventh Ten Percent
08 = Eighth Ten Percent
09 = Ninth Ten Percent
10 = Bottom Ten Percent
11 = Not Ranked
12 = Unknown

NOTE: This field will be used primarily in the analysis of first-time freshmen.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 01-12

FIELD LENGTH: 2

FIELD TYPE: Numeric

ENTRY EXAMPLE: 01   (represents the Top Ten Percent of graduating class)

══════════════════════════ **CHE USE ONLY** ══════════════════════════
WHERE USED (File):   STUDENT.STATIC
WHERE USED (Table):
WHERE USED (Tape):   TAPE.STUDENTE

DATE CREATED: 5/23/91
DATE LAST REVISED: 01/10/96

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: High School CEEB Code

SUPPLIED BY: Institution

DEFINITION: The COLLEGE ENTRANCE EXAMINATION BOARD (CEEB) code for the <u>in-state</u> high school attended by the student.

NOTE: Students who received a their High School Education through Home Schooling will be reported with the "444444" code. Students who received a <u>South Carolina</u> GED will be reported with the "555555" code. Students who received an Out-of-state high school diploma, GED will be reported with the "666666" code. Students who received a Foreign high school diploma, GED will be reported with the "777777" code. Students for which the high school CEEB code is unknown will be reported with the "888888" code.

CODES, CATEGORIES, AND COMMENTS:
See Appendix C, South Carolina High School codes.

NOTE: This field will be used primarily in the analysis of first-time freshmen.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: See Appendix C, South Carolina High School codes

FIELD LENGTH: 6

FIELD TYPE: Numeric

ENTRY EXAMPLE: 410000 (represents Abbeville High School)

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WHERE USED (File):   STUDENT.STATIC
WHERE USED (Table):
WHERE USED (Tape):   TAPE.STUDENTE

65

DATE CREATED: 5/23/91
DATE LAST REVISED: 10/14/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: High School Graduation Year

SUPPLIED BY: Institution

DEFINITION: The calendar year of high school graduation for the student.

CODES, CATEGORIES, AND COMMENTS:

NOTE: For any High School Graduation Year (other than Null), the High School Graduation Year:

1) cannot be greater than the Report Year **except for** High School Students Taking College Courses (REGIS_STAT = "9").

2) cannot be less than or equal to Birth Date.

NOTE: This field will be used primarily in the analysis of first-time freshmen.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: Valid Year, 9999; 9999=Null

FORMAT: YYYY Year

FIELD LENGTH: 4

FIELD TYPE: Numeric

ENTRY EXAMPLE: 1980

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WHERE USED (File): STUDENT.STATIC
WHERE USED (Table):
WHERE USED (Tape): TAPE.STUDENTE

DATE CREATED: 04/02/97
DATE LAST REVISED: 11/18/98

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Home CIP

SUPPLIED BY: Institution

DEFINITION: The current department that has the fiscal, programmatic, and administrative responsibilities to which faculty member is attached for purposes of personnel assignment and reporting (based on CUPA).

CODES, CATEGORIES AND COMMENTS:

Must be a valid CIP code or null value. CIP codes are desired on all individuals reported with a primary responsibility of instruction.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: Valid CIP code, Null = 999999

FIELD LENGTH: 6

FIELD TYPE: Numeric

ENTRY EXAMPLE: 230000 represents the Home CIP code of **230000**

DATE CREATED: 5/23/91
DATE LAST REVISED: 01/20/95

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Institution Code

SUPPLIED BY: Institution

DEFINITION: The code designation for the reporting institution. Use the six-digit numeric code defined by the Federal Interagency Committee on Education (FICE) and published by the US Office of Education in the Higher Education Directory.

CODES, CATEGORIES, AND COMMENTS:
See Appendix A, FICE codes.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: See Appendix A, FICE codes. **NOTE: The valid Institution codes of "666666" (Out-of-State) "777777" (Foreign Country), "888888" (Unknown) are not appropriate for this field. These Institution codes are exclusive to the TRAN_INST field.**

FIELD LENGTH: 6

FIELD TYPE: Numeric

ENTRY EXAMPLE: 003425 (represents Clemson University)

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WHERE USED (File):   BLDG.TRANS, ROOM.TRANS, COURSE.STATIC, COURSE.ENROLL, COURSE.INSTRUCT, COURSE.MEETING, STUDENT.TRANS, STUDENT.MAJOR, STUDENT.TRANSFR, STUDENT.COMPL, STUDENT.CHAR

WHERE USED (Table):   TBL.INST

WHERE USED (Tape):   TAPE.FACIL, TAPE.PCEXP, TAPE.COURSE, TAPE.STUDENTE, TAPE.STUDENTC, TAPE.STUDENTI

DATE CREATED: 1/25/93
DATE LAST REVISED: 1/25/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Instructor Key

SUPPLIED BY: CHEMIS Generated

DEFINITION: The value for this field is a unique number assigned by the system for each new instructor record added to the CHEMIS database.

CODES, CATEGORIES, COMMENTS:

FIELD SPECIFICATIONS

REQUIREMENT TYPE: CHEMIS Generated

DATA VALUE RANGE: 00000000001-99999999998

FIELD LENGTH: 11

FIELD TYPE: Numeric

ENTRY EXAMPLE: 12345678910

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WHERE USED (File):   FACULTY.NUM

WHERE USED (Table):

WHERE USED (Tape):

DATE CREATED: 5/23/91
DATE LAST REVISED: 1/25/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Instructor Number

SUPPLIED BY: Institution

DEFINITION: The official number that serves to uniquely identify the employee. Use the employee's social security number where available. Otherwise, the institution will assign a unique nine-digit number (State Identifier number) according to the following format:

Digits 1-3: CHE Institutional prefix; see Appendix J, CHE Institutional prefixes

Digits 4-9: Sequential number assigned by the institution; Range: 000000-999999

CODES, CATEGORIES, AND COMMENTS:

NOTE: There may be multiple instructors for a particular course/section.

NOTE: Once an instructor is reported with either a Social Security Number or a State Identifier number, they <u>MUST</u> continue to be reported with that same identification number for the duration of their teaching career within South Carolina institutions. This includes all situations where the instructor's identification number may change such as attaining US citizenship.

NOTE: When an instructor is hired by another South Carolina institution, it will be the responsibility of the "hiring" institution to review the instructor's records to determine if the instructor was assigned a State Identifier number at a previous South Carolina institution. If so, the "hiring" institution <u>MUST</u> report the previously assigned State Identifier number.

To facilitate this instructor identification scheme, the CHE recommends that institutions provide either the Social Security number or the State Identifier number in the instructor's employment records.

The State Identifier number will typically only apply to foreign instructors.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 000000001-899999999 (Social Security Number)
                      901000001-999999998 (State Identifier Number)

FIELD LENGTH: 9

FIELD TYPE: Numeric

ENTRY EXAMPLE: 333446606   (represents SSN 333-44-6606)

═══════════════════════ **CHE USE ONLY** ═══════════════════════
WHERE USED (File):   COURSE.INSTRUCT
WHERE USED (Table):
WHERE USED (Tape):   TAPE.COURSE

DATE CREATED: 9/18/91
DATE LAST REVISED: 5/25/99

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Instructor Teaching Percentage

SUPPLIED BY: Institution

DEFINITION: The percentage of course/section taught by the
employee identified in data element INSTRUCT_NO. In other words, this element
reflects the percentage of responsibility among the course/section instructors.

CODES, CATEGORIES, AND COMMENTS:

NOTE: There may be multiple instructors for a particular course/section. The total
of all Instructor Teaching Percentages for a particular course/section must equal
100%. Any course/sections not equaling 100% will be rejected with an error.

NOTE: **This element does not necessarily represent the percentage of time the
instructor(s) spends in the class.**

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 000-100

FIELD LENGTH: 3

FIELD TYPE: Numeric

ENTRY EXAMPLE: 050   (represents 50 percent)

═══════════════════════ **CHE USE ONLY** ═══════════════════════

WHERE USED (File):   COURSE.INSTRUCT
WHERE USED (Table):
WHERE USED (Tape):   TAPE.COURSE

DATE CREATED: 5/23/91
DATE LAST REVISED: 4/22/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Landmark Status

SUPPLIED BY: Institution

DEFINITION: Indication that the building is listed on the National Register of Historic Buildings or on some other listing that limits the character of changes that can be made in the building's use or appearance.

CODES, CATEGORIES, AND COMMENTS:

Y = Yes
N = No

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: Y,N

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: Y

═══════════════════════ **CHE USE ONLY** ═══════════════════════

WHERE USED (File):   BLDG.TRANS

WHERE USED (Table):

WHERE USED (Tape):   TAPE.FACIL

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: GPA for LIFE Scholarship

SUPPLIED BY: Institution

DEFINITION: The Grade Point Average (GPA) used to qualify a student for a LIFE scholarship. The GPA has been calculated based upon the regulations for the scholarship.

Continuing Students

LIFE grade point average is based on all credit hours earned at all eligible SC public and independent institutions. It must not include attempted credit hours earned at out-of-state institutions, study abroad, or exchange programs outside the home institution, continuing education courses, distance education courses offered through out-of-state institutions, non-degree credit courses for an associate degree or higher, and remedial/developmental courses.

For the Academic year 2004-05 only, students may qualify under the old guidelines (cum 3.0 GPA based on policy of the institution) or the new guidelines (grades earned at all eligible SC institutions).

First-Time Transfer Students for Academic year 2004-05 Only

Student may qualify under old guidelines (grades earned at all prior institutions) or new guidelines (grades earned at S.C. institutions).

CODES, CATEGORIES, AND COMMENTS:

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 000 - 400

FIELD LENGTH: 3 (with 2 implied decimals)

FIELD TYPE: Numeric

ENTRY EXAMPLE: 400 (implies a GPA of 4.00)

═══════════════════════ **CHE USE ONLY** ═══════════════════════

WHERE USED (File):   STUDENT.TRANS

WHERE USED (Table):

WHERE USED (Tape): TAPE.STUDENTE

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Cumulative Credit Hours for LIFE

SUPPLIED BY: Institution

DEFINITION: Cumulative credit hours earned based upon the requirements for the LIFE scholarship.

Continuing Students

Total credit hours earned at the participating institution excluding remedial/developmental courses. In addition, non-degree credit courses cannot be counted for those students that are seeking an associate degree or higher.

Exempted credit hours, Advanced Placement, and CLEP may be used toward the credit hour requirement.

First-Time Transfer Students

Total credit hours earned at all prior institutions.

CODES, CATEGORIES, AND COMMENTS:

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 00001 - 99998

FIELD LENGTH: 5 (with 2 implied decimals)

FIELD TYPE: Numeric

ENTRY EXAMPLE: 12550 (implies 125.5 cumulative credit hours for LIFE)

══════════════════════════ **CHE USE ONLY** ══════════════════════════

WHERE USED (File):   STUDENT.TRANS

WHERE USED (Table):

WHERE USED (Tape): TAPE.STUDENTE

DATE CREATED: 8/19/91
DATE LAST REVISED: 4/22/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Linear Feet

SUPPLIED BY: Institution

DEFINITION: The linear measurement around the outside walls of a building.

CODES, CATEGORIES, AND COMMENTS:

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 0000001-9999998

FIELD LENGTH: 7

FIELD TYPE: Numeric

ENTRY EXAMPLE: 0012345   (represents 12,345 linear feet)

═══════════════════════ **CHE USE ONLY** ═══════════════════════

WHERE USED (File):   BLDG.TRANS

WHERE USED (Table):

WHERE USED (Tape):   TAPE.FACIL

DATE CREATED: 5/23/91
DATE LAST REVISED: 11/17/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Cost of Last Major Renovation

SUPPLIED BY: Institution

DEFINITION: The dollar value of the last major renovation that cost in excess of 25 percent of the current estimated replacement cost of the structure and that significantly extended its useful life. Report to the nearest thousand dollars.

CODES, CATEGORIES, AND COMMENTS:

NOTE: The LMR_COST and LMR_YEAR fields must both contain valid values or they both must contain null values.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed
NOTE: The null value is <u>only</u> appropriate when the corresponding LMR_YEAR field is also null.

DATA VALUE RANGE: 00000000001-99999999998; 99999999999=Null

FIELD LENGTH: 11

FIELD TYPE: Numeric

ENTRY EXAMPLE: 00000050000 (represents $50,000)

═══════════════════════ **CHE USE ONLY** ═══════════════════════

WHERE USED (File): BLDG.TRANS

WHERE USED (Table):

WHERE USED (Tape): TAPE.FACIL

DATE CREATED: 5/23/91
DATE LAST REVISED: 6/17/94

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Year of Last Major Renovation

SUPPLIED BY: Institution

DEFINITION: The year of the most recently completed renovation that cost 25 percent or more of the estimated replacement cost of the building and that significantly extended its life.

CODES, CATEGORIES, AND COMMENTS:

NOTE: The LMR_COST and LMR_YEAR fields must both contain valid values or they both must contain null values.

NOTE: If LMR_YEAR is not Null (9999), LMR_YEAR must be greater than CONST_YEAR.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed
NOTE: The null value is <u>only</u> appropriate when the corresponding LMR_COST field is also null.

DATA VALUE RANGE: Valid Year, 9999; 9999=Null

FORMAT: YYYY Year

FIELD LENGTH: 4

FIELD TYPE: Numeric

ENTRY EXAMPLE: 1960

════════════════════════ **CHE USE ONLY** ════════════════════════

WHERE USED (File):   BLDG.TRANS
WHERE USED (Table):
WHERE USED (Tape):   TAPE.FACIL

DATE CREATED: 01/10/92
DATE LAST REVISED: 4/22/93

<div align="center">

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

</div>

ELEMENT TITLE: Date Last Maintained

SUPPLIED BY: CHEMIS Generated

DEFINITION: The system date will be written to this field whenever a record is added or changed in the CHEMIS database.

CODES, CATEGORIES, COMMENTS:

<div align="center">

FIELD SPECIFICATIONS

</div>

REQUIREMENT TYPE: CHEMIS Generated

DATA VALUE RANGE: Valid date

FORMAT: YYYYMMDD, Year Month Day

FIELD LENGTH: 8

FIELD TYPE: Numeric

ENTRY EXAMPLE: 19920304   (represents March 4, 1992)

<div align="center">

═══════════════════════════ **CHE USE ONLY** ═══════════════════════════

</div>

WHERE USED (File):   BLDG.STATIC,   BLDG.TRANS,   ROOM.TRANS,   COURSE.STATIC, COURSE.ENROLL,   COURSE.INSTRUCT,   COURSE.MEETING, STUDENT.STATIC,   STUDENT.CHAR,   STUDENT.TRANS, STUDENT.TRANSFR, STUDENT.MAJOR, STUDENT.COMPL

WHERE USED (Table):

WHERE USED (Tape):

DATE CREATED: 07/07/93
DATE LAST REVISED: 07/07/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Time Last Maintained

SUPPLIED BY: CHEMIS Generated

DEFINITION: The system time will be written to this field whenever a record is added or changed in the CHEMIS database.

CODES, CATEGORIES, COMMENTS:

FIELD SPECIFICATIONS

REQUIREMENT TYPE: CHEMIS Generated

DATA VALUE RANGE: Valid Military Time (0001 - 2400)

FORMAT: HHMM, Hour Minute

FIELD LENGTH: 4

FIELD TYPE: Numeric

ENTRY EXAMPLE: 1336 (represents 1:36 PM)

═══════════════════════ **CHE USE ONLY** ═══════════════════════

WHERE USED (File):   STUDENT.CHAR

WHERE USED (Table):

WHERE USED (Tape):

DATE CREATED: 5/23/91
DATE LAST REVISED: 08/13/99

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Method of Instruction

SUPPLIED BY: Institution

DEFINITION: The code used to indicate the primary method of delivering educational material to the student.

CODES, CATEGORIES, AND COMMENTS:

01 = Lecture	09 = Lecture/Lab-Clinical
02 = Laboratory/Clinical	10 = Private Instruction
03 = Seminar	11 = Field Studies
04 = Independent Study	12 = Other
05 = Thesis	13 = Practicum
06 = Dissertation	14 = Studio/PE Courses
07 = Practice Teaching	
08 = Internship/Cooperatives	

These categories are all institutionally defined. The following page shows the changes that have been made in the methods.

Note: If METH_INSTR = 07, the PROG_CODE must be in the range of 130000 to 139999 for EDUCATION.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 01-15

FIELD LENGTH: 2

FIELD TYPE: Numeric

ENTRY EXAMPLE: 01 (represents Lecture)

═════════════════════════ **CHE USE ONLY** ═════════════════════════

WHERE USED (File):   COURSE.STATIC
WHERE USED (Table):   TBL.IMETH
WHERE USED (Tape):   TAPE.COURSE

Methods of Instruction

	Original	Revised
01	Lecture	Lecture
02	Laboratory	Laboratory/Clinical
03	Seminar	Seminar
04	Independent Study	Independent Study
05	Dissertation	Dissertation
06	Thesis	Thesis
07	Practice Teaching	Practice Teaching
08	Internship\Practicum	Internship\Cooperatives
09	Lecture\Lab	Lecture\Lab-Clinical
10	Applied Instruction	Private Instruction
11	Field Studies	Field Studies
12	Other	Other
13		Practicum
14		Studio/PE

Course data will accept the additional codes in the Fall, 1997. Full implementation for the institutions is Fall, 1998

DATE CREATED: 5/23/91
DATE LAST REVISED: 11/17/92

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Net Assignable Area

SUPPLIED BY: CHEMIS Generated

DEFINITION: The sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or a specific use. Description: included should be space subdivision of the major room use categories - classrooms, labs, offices, study facilities, special use, general use, support health care, residential and unclassified - that are used to accomplish the institutions mission. Limitations: deductions are not made for necessary building columns and projections. Areas defined as building service, circulation, mechanical, and structural should not be included. Net area is expressed in terms of square feet.

CODES, CATEGORIES, AND COMMENTS:
NOTE: Additional information is detailed in the revised CHE Facilities Manual.

NOTE: GROSS_AREA must be greater than NET_AREA.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Calculated

DATA VALUE RANGE: 0000001-9999998

FIELD LENGTH: 7

FIELD TYPE: Numeric

ENTRY EXAMPLE: 0005500   (represents 5500 square feet)

═══════════════════════ **CHE USE ONLY** ═══════════════════════

WHERE USED (File):   BLDG.TRANS
WHERE USED (Table):
WHERE USED (Tape):

DATE CREATED: 5/23/91
DATE LAST REVISED: 10/19/00

<div align="center">

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

</div>

ELEMENT TITLE: Number of Stations

SUPPLIED BY: Institution

DEFINITION: Identifies the capacity of the room for selected room types where information about capacity (number of workstations, seats, beds, for example) is useful in assigning or scheduling the space.

CODES, CATEGORIES, AND COMMENTS:

NOTE: The following ROOM_USE codes require the NBR_STATNS data element to be assigned, refer to page 5.17 of the CHEMIS Facilities Manual:

110 Classroom   810 Patient Bedroom
210 Class Laboratory   910 Sleep/Study without toilet/bath
220 Open Laboratory   920 Sleep/Study with toilet/bath
~~250 Research Laboratory~~ 950 Apartment
410 Study Room   970 House
~~420 Stack~~
430 Open Stack Study Room

NOTE: The Course Enrollment can **not** exceed the Number of Stations for a specific Course/Section and Room. **(Warning only)**
Procedures and criteria are detailed in the CHEMIS Facilities Manual. Room Use codes 250 and 420 were removed from the requirement list for number of stations effective Fall 2000.

<div align="center">

FIELD SPECIFICATIONS

</div>

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 0001-9998, 9999; 9999=Null

FIELD LENGTH: 4

FIELD TYPE: Numeric

ENTRY EXAMPLE: 0125   (represents 125 stations)

══════════════════════   **CHE USE ONLY**   ══════════════════════

WHERE USED (File):   ROOM.TRANS
WHERE USED (Table):
WHERE USED (Tape):   TAPE.FACIL

DATE CREATED: 5/23/91
DATE LAST REVISED: 4/22/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Organizational Unit

SUPPLIED BY: Institution

DEFINITION:

> **Room:** An institutionally determined name or code to identify the organizational unit (i.e. department, division) the room is assigned to at the time of inventory. For example, a room assigned to the English division in the College of Arts and Science will be coded "English".

> **Course:** An institutionally determined name or code to identify the organizational unit (e.g.; department, or division) to which the course/section is assigned. For example: A course assigned to the English Division in the College of Arts and Science will be coded as "English."

CODES, CATEGORIES, AND COMMENTS:

An organizational unit is the basic component of the organizational structure of a college or university. Usually referred to as a department. Refers to both academic units (English Department, Physics Department, School of Law) and administrative units (Office of the President, Registrar, Physical Plant).

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: Institutionally Defined (i.e. any combination of letters or numbers), 999999; 999999=Null

FIELD LENGTH: 6

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: ENGL (represents English department)

════════════════════ **CHE USE ONLY** ════════════════════

WHERE USED (File):   ROOM.TRANS, COURSE.STATIC

WHERE USED (Table):

WHERE USED (Tape):   TAPE.FACIL, TAPE.COURSE

DATE CREATED: 5/23/91
DATE LAST REVISED: 09/29/2006

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Ownership Status

SUPPLIED BY: Institution

DEFINITION: The agency with which the title to the facility rests.

CODES, CATEGORIES, AND COMMENTS:

1 =   Owner Fee Simple

2 =   Title Vested, Institution - and being paid an amortization schedule.

3 =   Title Vested, Holding Company - building corporation or foundation to which payments are being made by the institution; title will ultimately pass to the institution. (Includes lease-purchase arrangements).

4 =   Leased/Rented Unaffiliated - Not owned by the institution, but leased or rented to the institution by an unaffiliated third party.

5 =   Leased/Rented Affiliated - Not owned by the institution but leased or rented to the institution by a related entity (i.e.; institutional foundations, trusts, etc.).

6 =   Leased to an institution for Nominal Costs/Eligible for Capital Improvement Bonds

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 1-6

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: 1   (represents Owner Fee Simple)

══════════════════════════ **CHE USE ONLY** ══════════════════════════

WHERE USED (File):   BLDG.TRANS

WHERE USED (Table):   TBL.OWNER

WHERE USED (Tape):   TAPE.FACIL

DATE CREATED: 5/23/91
DATE LAST REVISED: 07/11/01

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Prerequisite 1 ENGLISH

SUPPLIED BY: Institution

DEFINITION: Four units of English: At least two must have strong grammar and composition components, and at least one must be in **English Literature** and at least one must be in **American literature** (completion of college preparatory English I, II, III, and IV will meet this criterion).

Note: This is the official definition developed by Academic Affairs and approved by the Commission.

CODES, CATEGORIES, AND COMMENTS:

1 = Met prerequisite
2 = Did not; Prerequisite waived
3 = Did not; Additional course work required
4 = Not applicable

NOTE: This field will be used primarily in the analysis of first-time freshmen.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 1-4, 9; 9=Null

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: 1 (represents Met Prerequisite)

═══════════════════════ **CHE USE ONLY** ═══════════════════════

WHERE USED (File):   STUDENT.STATIC

WHERE USED (Table):

WHERE USED (Tape):   TAPE.STUDENTE

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Prerequisite 2 MATH

SUPPLIED BY: Institution

DEFINITION: Three units of mathematics: These include **Algebra I** (for which Applied Matematics I and II may count <u>together</u> as a substitute, <u>if</u> a student successfully completes Algebra II); **Algebra II**; and **Geometry**. A <u>fourth</u> mathematics course is <u>strongly</u> <u>recommended</u>. This fourth course should be selected from among **precalculus, calculus, statistics**, or **discrete mathematics**.

Note: This is official definition developed by Academic Affairs and approved by the Commission.

CODES, CATEGORIES, AND COMMENTS:

1 = Met prerequisite
2 = Did not; Prerequisite waived
3 = Did not; Additional course work required
4 = Not applicable
5 = Met prerequisite; Applied Mathematics I, Applied Mathematics   II, successful completion of Algebra II and Geometry

NOTE: This field will be used primarily in the analysis of first-time freshmen.
FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 1-4, 9; 9=Null

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: 1 (represents Met Prerequisite)

═══════════════════════ **CHE USE ONLY** ═══════════════════════
WHERE USED (File):   STUDENT.STATIC

WHERE USED (Table):

WHERE USED (Tape):   TAPE.STUDENTE

DATE CREATED: 5/23/91
DATE LAST REVISED: 07/11/01

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Prerequisite 3 LAB SCIENCE

SUPPLIED BY: Institution

DEFINITION: Three units of laboratory science: Two units must be taken in two different fields and selected from among **biology**, **chemistry**, or **physics**. The third unit may be from the same field as one of the first two units (**biology**, **chemistry**, or **physics)** or from **any laboratory science** for which **biology** and/or **chemistry** is a prerequisite. Courses in earth science, general physical science, or introductory or general environmental science for which biology and/or chemistry is **not** a prerequisite will not meet this requirement.

Note: This is the official definition developed by Academic Affairs and approved by the Commission.

CODES, CATEGORIES, AND COMMENTS:
1 = Met prerequisite
2 = Did not; Prerequisite waived
3 = Did not; Additional course work required
4 = Not applicable

NOTE: Definitions for this data have changed effective Academic Year 2001 – 2002. Revised definitions were implemented and no comparisons should be made with previous years' data.

This field will be used primarily in the analysis of first-time freshmen.
FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 1-4, 9; 9=Null

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: 1 (represents Met Prerequisite)
═══════════════════════ **CHE USE ONLY** ═══════════════════════

WHERE USED (File):   STUDENT.STATIC
WHERE USED (Table):
WHERE USED (Tape):   TAPE.STUDENTE

DATE CREATED: 5/23/91
DATE LAST REVISED: 07/11/01

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Prerequisite 4 FOREIGN LANGUAGE

SUPPLIED BY: Institution

DEFINITION: Two units of the same foreign language.

Note: This is the official definition developed by Academic Affairs and approved by the Commission.

CODES, CATEGORIES, AND COMMENTS:

1 = Met prerequisite
2 = Did not; Prerequisite waived
3 = Did not; Additional course work required
4 = Not applicable

NOTE: This field will be used primarily in the analysis of first-time freshmen.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 1-4, 9; 9=Null

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: 1 (represents Met Prerequisite)

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WHERE USED (File):   STUDENT.STATIC

WHERE USED (Table):

WHERE USED (Tape):   TAPE.STUDENTE

89

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Prerequisite 5 Social Science

SUPPLIED BY: Institution

DEFINITION: One unit of **U.S. History** is required; a half unit of **Economics** and a half unit in **Government** are strongly recommended.

Note: This is the official definition developed by Academic Affairs and approved by the Commission.

CODES, CATEGORIES, AND COMMENTS:

1 = Met prerequisite
2 = Did not; Prerequisite waived
3 = Did not; Additional course work required
4 = Not applicable

NOTE: Definitions for this data have changed effective Academic Year 2001 – 2002. Revised definitions were implemented and no comparisons should be made with previous years' data.

This field will be used primarily in the analysis of first-time freshmen.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 1-4, 9; 9=Null

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: 1 (represents Met Prerequisite)

═══════════════════════ **CHE USE ONLY** ═══════════════════════

WHERE USED (File):   STUDENT.STATIC
WHERE USED (Table):
WHERE USED (Tape):   TAPE.STUDENTE

DATE CREATED: 5/23/91
DATE LAST REVISED: 07/11/01

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Prerequisite 6 Electives

SUPPLIED BY: Institution

DEFINITION: Four college preparatory units must be taken from at least **three** different fields selected from among **Computer Science, English, Fine Arts, Foreign Languages, Humanities, Laboratory Science (excluding** earth science, general physical science, general environmental science or other introductory science courses for which biology and/or chemistry is **not** a prerequisite), **Mathematics above the level of Algebra II, and Social Sciences**. It is suggested that one unit be in Computer Science which includes programming (i.e., not just keyboarding) and one unit in Fine Arts (appreciation of, history, or performance).

Note: This is the official definition developed by Academic Affairs and approved by the Commission.

CODES, CATEGORIES, AND COMMENTS:

1 = Met prerequisite
2 = Did not; Prerequisite waived
3 = Did not; Additional course work required
4 = Not applicable

NOTE: Definitions for this data have changed effective Academic Year 2001 – 2002. Revised definitions were implemented and no comparison should be made with previous years' data.

This field will be used primarily in the analysis of first-time freshmen.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 1-4, 9; 9=Null

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: 1 (represents Met Prerequisite)

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WHERE USED (File):   STUDENT.STATIC

WHERE USED (Table):

WHERE USED (Tape):   TAPE.STUDENTE

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Prerequisite 7 **No Longer Used**

SUPPLIED BY: Institution

DEFINITION: Report with a value of 9 for null value

CODES, CATEGORIES, AND COMMENTS:

NOTE: This field was used from implementation date of CHEMIS through Spring 2001. Effective Academic Year 2001 – 2002 revised definitions were implemented and no comparison should be made with previous year's data.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 9=Null

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: 9   (represents Null Value)

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WHERE USED (File):   STUDENT.STATIC
WHERE USED (Table):
WHERE USED (Tape):   TAPE.STUDENTE

DATE CREATED: 5/23/91
DATE LAST REVISED: 07/11/01

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Prerequisite 8 PHYSICAL EDUCATION

SUPPLIED BY: Institution

DEFINITION: One unit of physical education or ROTC.

Note: This is the official definition developed by Academic Affairs and approved by the Commission.

CODES, CATEGORIES, AND COMMENTS:

1 = Met prerequisite
2 = Did not; Prerequisite waived
3 = Did not; Additional course work required
4 = Not applicable

NOTE: This field will be used primarily in the analysis of first-time freshmen.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 1-4, 9; 9=Null

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: 1 (represents Met Prerequisite)

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WHERE USED (File):   STUDENT.STATIC

WHERE USED (Table):

WHERE USED (Tape):   TAPE.STUDENTE

DATE CREATED: 3/07/95
DATE LAST REVISED: Not Implemented

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Privacy Indicator

SUPPLIED BY: Institution

DEFINITION: This data element indicates whether or not the student has given the reporting institution permission to release individual data to outside organizations (i.e. other institutions).

CODES, CATEGORIES, AND COMMENTS:

Y = Yes
N = No

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: Y,N

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: Y (represents Yes)

═══════════════════════ **CHE USE ONLY** ═══════════════════════

WHERE USED (File): STUDENT.TRANS

WHERE USED (Table):

WHERE USED (Tape): TAPE.STUDENTE

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Primary Responsibility

SUPPLIED BY: Institution

DEFINITION: The general classification of the position held by the individual at the institution.

CODES, CATEGORIES AND COMMENTS:

01 = Instruction
02 = Public Service
03 = Research
04 = Executive/Administrative
05 = Librarians
06 = Instruction/Research Assistants
07 = Other Professionals
08 = Technical and Paraprofessionals
09 = Clerical and Secretarial
10 = Skilled Crafts
11 = Service/Maintenance
12 = Patient Care
13 = Unclassified continuing education program coordinators who carry faculty
     status
14 = Classified continuing education program coordinators

Requirements for reporting full-time faculty as instruction:

The definitions of inclusions and exclusions have been taken directly from the general instructions of the Integrated Postsecondary Education Data System (IPEDS) Salaries, Tenure, and Fringe Benefits of Full-time Instructional Faculty Survey.

Instructional faculty to be included:

     1) Members of the Instruction/Research staff who are employed full-time(as defined by the institution) and whose major(more than 50%) regular assignment is instruction, including those with released time for research.

     2) Full-time instructional faculty on sabbatical leave. Report such faculty at their regular salaries even though the faculty member may be receiving a reduced annuity while on leave.

     3) Full-time replacement for instructional faculty on leave without pay.

     4) Chairs of departments(if they have no other administrative title and hold a full-time faculty rank). Report such faculty at their contracted faculty salary.

Instructional faculty to be excluded:

     1) Replacements for instructional faculty on sabbatical leave.

     2) Instructional faculty on leave without pay.

     3) Instructional faculty for preclinical and clinical medicine. Instructional faculty in all other fields, such as dentistry, veterinary medicine, nursing, dental

hygiene, etc., should be reported.

    4) Instructional faculty who are employed on a part-time basis.

    5) Administrative officers with titles such as dean of instruction, academic dean, dean of faculty, dean of students, librarian, registrar, coach, etc., even though   they may devote part of their time to classroom instruction.

    6) Undergraduate or graduate students who assist in the instruction of courses, but have titles such as graduate or teaching assistance, teaching associate, teaching fellow.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null NOT Allowed

DATA VALUE RANGE: 1 - 12

FIELD LENGTH: 2 (0 decimals implied)

FIELD TYPE: Numeric

ENTRY EXAMPLE: 01 represents instruction

DATE CREATED: 5/23/91
DATE LAST REVISED: 10/23/95

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Program Code

SUPPLIED BY: Institution

DEFINITION: The code designation for the assigned classification of instructional program. Use the six-digit Classification of Instruction Program (CIP) code.

CODES, CATEGORIES, AND COMMENTS:

Enrollment and Completions:
See Appendix K, CHE State Program codes (CIP).

The valid program code of 000000 is <u>only</u> appropriate for specific student enrollments. For a program code of 000000 to be valid, the Student Level of the student must = 01,02,03,04,05,07, or 09. The 000000 program code is <u>not</u> appropriate for the Double Major Data Record section of student enrollments. If a student is enrolled in two majors, the Enrollment Data Record and the Double Major Record must contain valid program codes other than 000000.

Institutional program codes that have been approved by the Commission have a current status of either Active or Inactive. First-time entering students (Registration Status 1,2,3, and 4) cannot be enrolled in a program code that is Inactive.

Course and Facilities:
See Appendix D, IPEDS\CHE Classification of Instructional Program (CIP) codes.

Institutions should report **detailed versus general** Program (CIP) codes listed in Appendix D for the Course data.

The codes in Appendix D and Appendix K reflect the combination of the CIP code and the CHE suffix. The first 6 digits of this combined code will be reported in the PROG_CODE field.

The 000000 program code is also <u>not</u> appropriate for facilities, course, and student completions.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed.
                     NOTE: The null value is <u>only</u> appropriate for facilities.
                     The null value is <u>not</u> appropriate for course, student
                     enrollments, and student completions.

DATA VALUE RANGE: See Appendix D or Appendix K depending on the subject area,
                     999999; 999999=Null.
                     NOTE: The valid program code of 000000 is <u>only</u> appropriate
                     for student enrollments. The 000000 program code is <u>not</u>
                     appropriate for facilities, course, and student
                     completions.

FIELD LENGTH: 6

FIELD TYPE: Numeric

ENTRY EXAMPLE: 010101   (represents Agricultural Business & Mgmt, Gen.)

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WHERE USED (File):   ROOM.TRANS,   COURSE.STATIC,   STUDENT.COMPLETION,
STUDENT.TRANS, STUDENT.MAJOR

WHERE USED (Table):   TBL.CIP, TBL.CIPST

WHERE USED (Tape):   TAPE.FACIL, TAPE.COURSE, TAPE.STUDENTE, TAPE.STUDENTC

DATE CREATED: 5/23/91
DATE LAST REVISED: 5/05/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Program Suffix

SUPPLIED BY: Institution

DEFINITION: Additional three digits that allows for a unique program name by institution.

CODES, CATEGORIES, AND COMMENTS:

Enrollment and Completions:
See Appendix K, CHE State Program codes (CIP).

Course and Facilities:
See Appendix D, IPEDS\CHE Classification of Instructional Program (CIP) codes.

The codes in Appendix D and Appendix K reflect the combination of the CIP code and the CHE suffix. The last 3 digits of this combined code will be reported in the PROG_SUFFIX field.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed
NOTE: The null value is <u>only</u> appropriate for facilities. The null value is <u>not</u> appropriate for course, student enrollments, and student completions.

DATA VALUE RANGE: See Appendix D or Appendix K depending on the subject area, 999; 999=Null.
NOTE: The majority of the suffixes will be reported as 000.

FIELD LENGTH: 3

FIELD TYPE: Numeric

ENTRY EXAMPLE: 000

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WHERE USED (File):   ROOM.TRANS,   COURSE.STATIC,   STUDENT.COMPLETION, STUDENT.TRANS, STUDENT.MAJOR
WHERE USED (Table):   TBL.CIP, TBL.CIPST
WHERE USED (Tape):   TAPE.FACIL, TAPE.COURSE, TAPE.STUDENTE, TAPE.STUDENTC

DATE CREATED: 5/23/91
DATE LAST REVISED: 4/22/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Civil Rights Racial Category

SUPPLIED BY: Institution

DEFINITION: An indication of the student's ethnic origin. NOTE: If a student classifies himself in more than one racial category, the institution must report only one of the classifications.

NOTE: Racial/Ethnic designations as used do not denote scientific definitions of anthropological origins.

CODES, CATEGORIES, AND COMMENTS:

1 = Non-Resident Alien
2 = Black/African American
3 = American Indian/Alaskan Native
4 = Asian or Pacific Islander
5 = Hispanic
6 = White/Non-Hispanic
7 = Unknown

See following page for category descriptions.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 1-7

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: 1 (represents non-resident alien)

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WHERE USED (File):   STUDENT.STATIC, STUDENT.CHAR
WHERE USED (Table):
WHERE USED (Tape):   TAPE.STUDENTE, TAPE.STUDENTC

<u>Non-Resident Alien</u>: A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. Resident aliens, who are not citizens or nationals of the United States and who have been lawfully admitted for permanent residence (and who hold alien registration receipt cards - Form 1-551/155), are to be reported in the appropriate racial ethnic categories along with United States citizens.

<u>Black/African American</u>: A person having origins in any black racial groups of Africa (except those of Hispanic origin).

<u>American Indian or Alaskan Native</u>: A person having origins in any of the original peoples of North America, or who maintains cultural identification through tribal affiliation or community recognition.

<u>Asian or Pacific Islander</u>: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam.

<u>Hispanic</u>: A person of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.

<u>White, Non-Hispanic</u>: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

<u>Unknown</u>: This category is used ONLY if the student did not select a racial/ethnic designation, and the postsecondary institution finds it impossible to place the student in one of the aforementioned categories during established enrollment/employment procedures, or any post-enrollment/employment identification or verification process.

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Faculty Rank

SUPPLIED BY: Institution

DEFINITION: The current academic rank of the faculty member. These include:
Professor: Faculty designated by the rank of Professor
Associate Professor: Faculty designated by the rank of Associate Professor
Assistant Professor: Faculty designated by the rank of Assistant Professor
Instructor: Faculty designated by the rank of Instructor
Lecturer: Faculty designated by the rank of Lecturer

CODES, CATEGORIES AND COMMENTS:
1 = Professor   5 = Lecturer
2 = Assoc. Professor   6 = GTA (Grad. Student of Record)
3 = Asst. Professor   7 = No Rank
4 = Instructor   8 = Not Applicable

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null NOT Allowed

DATA VALUE RANGE: 1 - 8

FIELD LENGTH: 2 (0 decimals implied)

FIELD TYPE: Numeric

ENTRY EXAMPLE: 04 represents the instructor.

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DATE CREATED: 5/23/91
DATE LAST REVISED: 6/01/92
DATE DELETED: 3/13/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Record Code

SUPPLIED BY: CHEMIS Generated

DEFINITION: Within the CHEMIS database, this code will distinguish the most current records. This is done by designating the records with the most current Report Year and Report Semester fields as "Active" and all other records as "Historical".

CODES, CATEGORIES, AND COMMENTS:

BA = Building - Active
BH = Building - Historical
RA = Room - Active
RH = Room - Historical
CA = Course.Static - Active
CH = Course.Static - Historical

FIELD SPECIFICATIONS

REQUIREMENT TYPE: CHEMIS Generated

DATA VALUE RANGE: BA,BH,RA,RH,CA,CH

FIELD LENGTH: 2

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: BA (represents Building - Active)

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Note: This field was deleted from the BLDG.TRANS, ROOM.TRANS, and COURSE.STATIC file layouts on 3/13/93. This field is no longer used in the CHEMIS.

WHERE USED (File):   BLDG.TRANS, ROOM.TRANS, COURSE.STATIC
WHERE USED (Table):
WHERE USED (Tape):

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Record Type

SUPPLIED BY: Institution

DEFINITION: Designates the type of record that the institution is reporting to the Commission, e.g. Facilities, Course, Enrollment, Completions, and Identifier. This field provides the information necessary to identify the correct formats and field lengths of the various record types.

CODES, CATEGORIES, COMMENTS:

A = Facilities
C = Course
E = Enrollment
E = Scholarship Disbursements
F = Individual Completions Record , M-Double Major Record
I = Identifier

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: A,C,E,F,I

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: A (represents a Facilities record)

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WHERE USED (File):

WHERE USED (Table):

WHERE USED (Tape):   TAPE.FACIL, TAPE.COURSE, TAPE.STUDENTE, TAPE.STUDENTC, TAPE.STUDENTI

**SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM**

ELEMENT TITLE: Registration Status

SUPPLIED BY: Institution

DEFINITION: The student's status of registration at the reporting institution.

CODES, CATEGORIES, AND COMMENTS:

1 = First-time, Freshman	6 = Continuing
2 = First-time, Graduate	7 = Special
3 = First-time, First Professional	8 = Transient
4 = First-time, Transfer	9 = High School Students
5 = Readmit	Taking College Courses

NOTE: The following correlation applies to the Registration Status and the Student Level data elements.
        If REGIS_STAT = 1, STU_LEVEL must = 01 or 02
        If REGIS_STAT = 2, STU_LEVEL must = 07, 08, or 09
        If REGIS_STAT = 3, STU_LEVEL must = 06
        If REGIS_STAT = 7,8 STU_LEVEL must = 05 or 09
        If REGIS_STAT = 9, STU_LEVEL must = 05

NOTE: Provisionally admitted students (identified by the ADMIT_TYPE data element), entering a higher education institution for the first time, are considered First-time Freshmen by IPEDS. Therefore, these students should be coded 1 (REGIS_STAT) for First-time Freshmen.

NOTE: If REGIS_STAT = 4, then a Transfer Data Record **must** be present in the TAPE.STUDENTE file for this student. If REGIS_STAT is not = 4, then a Transfer Data Record **must not** be present in the TAPE.STUDENTE file for this student.

NOTE: REGIS_STAT codes 1,2,3,4 are only valid for the first reporting semester **unless** the first reporting semester was a summer term. If the first reporting semester was a summer term and the REGIS_STAT codes 1,2,3,4 were used, the student would also be coded the same in the Fall according to IPEDS definitions. After the Fall semester, the student should be coded as a REGIS_STAT = 6 for Continuing. Except for the above listed scenario, a student should only be coded REGIS_STAT 1,2,3,4 once and then coded Continuing.

NOTE: If a student exists on the CHEMIS database (from a previous reporting semester) and then is reported in the current semester as a First-time Freshman, the following data elements will be replaced, Null to valid data or vice versa, whatever the institution reports for the First-time Freshman:

        STATE
        COUNTY-ID
        HIGH_SCHOOL
        HIGH_YEAR
        HIGH-RANK
        PREQ-1 through PREQ-8
        ACT-COMP
        SAT-VERBAL
        SAT-MATH

These data elements and their values represent the student as a First-time Freshman

upon which admission to the reporting institution was based. Additional edits will be implemented to prevent erroneous reporting of First-time Freshman and therefore corrupting the validity of the data.

The following data elements are not relevant to the 16 Technical Colleges and therefore will be coded accordingly:

```
HIGH-RANK                    12 Unknown
UG-DEGREE                       "5" Not Applicable
PREQ-1 through PREQ-8    "4" Not Applicable
ACT-COMP                     99  Null
SAT-VERBAL              999 Null
SAT-MATH                     999 Null
```

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 1-9

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: 1 (represents First-time, Freshman)

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WHERE USED (File):   STUDENT.TRANS

WHERE USED (Table):

WHERE USED (Tape):   TAPE.STUDENTE
See following page for category descriptions.

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<u>First-Time, Freshman</u>: An entering freshman who has never attended any college. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. **Also includes students who entered with advanced standing (college credits earned before graduation from high school) OR admitted under an alternative admission program (Provisional).**

<u>First-Time, Graduate</u>: Student enrolled at the graduate level at an institution for the first time. Include graduate students enrolled in the Fall semester who attended graduate school in the prior summer semester.

<u>First-Time, First Professional</u>: Student enrolled at the first professional level at an institution for the first time. Includes first-professional students enrolled in the fall term who entered the institution in the prior summer term. The following degree programs are classified as first professional:

Chiropractic (D.C. or D.C.M.)	Pharmacy (Phar.D.)
Dentistry (D.D.S. or D.M.D)	Podiatry (Pod.D. or D.P.)
Medicine (M.D.)	Veterinary Medicine (D.V.M.)
Optometry (O.D.)	Law (L.L.B. or J.D.)
Osteopathic Medicine (D.O.)	Theology (M.Div. or M.H.L. or B.D., or Ordination)

<u>First-Time, Transfer</u>: A student entering the reporting institution for the first time but is known to have previously attended a postsecondary institution. Includes students enrolled in the fall term who entered the institution in the prior summer term.

<u>Readmit</u>: Student returning after missing one or more regular semesters (fall or spring).

<u>Continuing</u>: Student currently enrolled who was also enrolled the previous regular semester (fall or spring).

<u>Special (not accepted to a degree program)</u>: Student who has not been admitted in a degree seeking program.

<u>Transient (not accepted to a degree program)</u>: Are students from other colleges and universities. They may be admitted to take summer work provided they are in good standing at their institutions, eligible to return and have institutional permission to enroll in a particular course.

<u>High School Students Taking College Courses</u>: A student who is still in high school but has special permission to take a college level course.

DATE CREATED: 5/23/91
DATE LAST REVISED: 4/22/93

<div align="center">

**SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM**

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ELEMENT TITLE: Rehabilitation Estimate

SUPPLIED BY: Institution

DEFINITION: The estimated dollar cost it would take to remedy the deficiencies identified in the building inspection which if expended would bring the facility to a satisfactory rating.

CODES, CATEGORIES, AND COMMENTS:

This element is determined by the institutional evaluator at the time of the Building Quality Survey. It represents the institutions subjective estimate as to how much funding would be required to bring the facility to a "Satisfactory" rating level (90 - 100 points).

NOTE: Additional information is detailed in the revised CHE Facilities Manual.

<div align="center">

FIELD SPECIFICATIONS

</div>

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 00000000001-99999999998, 99999999999; 99999999999=Null

FIELD LENGTH: 11

FIELD TYPE: Numeric

ENTRY EXAMPLE: 00000125000 (represents $125,000)

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WHERE USED (File):   BLDG.TRANS
WHERE USED (Table):
WHERE USED (Tape):   TAPE.FACIL

**SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM**

ELEMENT TITLE: Estimated Replacement Cost

SUPPLIED BY: Institution

DEFINITION: The estimated cost to replace the building at the time of inventory. Include the cost of connecting utilities, foundations, and fixed equipment. NOTE: Institutions will report the replacement cost valuation as determined by the Property Appraisal Unit of the Division of General Services.

CODES, CATEGORIES, AND COMMENTS:
This value will be the replacement cost listed by Property Management at the time of the inventory update.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 00000000001-99999999998

FIELD LENGTH: 11

FIELD TYPE: Numeric

ENTRY EXAMPLE: 00000125000 (represents $125,000)

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WHERE USED (File):   BLDG.TRANS

WHERE USED (Table):

WHERE USED (Tape):   TAPE.FACIL

DATE CREATED: 5/23/91
DATE LAST REVISED: 09/30/04

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Report Semester

SUPPLIED BY: Institution

DEFINITION: The Reporting Semester for which the data is based. The field is used in conjunction with REPORT_YEAR to identify the reporting period.

CODES, CATEGORIES, AND COMMENTS:
```
05 = Summer II          July 1    - July 31
10 = Fall               August 1  - December 31
20 = Spring             January 1 - April 30
30 = Summer I           May 1     - June 30
```

Enrollment - the REPORT_SEM for all students should be determined by the matriculation date and when that date falls in the semester date ranges listed above.

Course - the REPORT_SEM for all course\sections should be determined by the START_DATE and when that date falls in the semester date ranges listed above. The REPORT_SEM will be verified against the START_DATE of the course/section.

NOTE: CHEMIS Summer Enrollment, Identifier, and Course tape submission will be for both Summer I and Summer II. In other words, one set of tapes for Summer I and one set of tapes for Summer II all due on August 15. The two different semesters (i.e. 30 - Summer I, 05 - Summer II) on the summer tapes will be designated by the reporting institution. The Enrollment tape will contain unduplicated headcount for Summer I and Summer II respectively.

NOTE: The Report Semester and Report Year will always be the same for every Enrollment, Course, and Facilities record submitted for a specific reporting period. For Example, if all three areas were reported in the Fall of 1993, the Report Semester and Report Year for every record would be 10 and 1993 respectively.

The Report Semester and Report Year will be different for the Completions records. The Report Semester and Report Year for the **Completions** records are dependent on when the student received his degree or certificate during the specified one year reporting period. For Example, if a student receives a degree in the Fall of 1991, the Report Semester and Report Year would be 10 and 1991 respectively. If a student receives a degree in the Spring of 1992, the Report Semester and Report Year would be 20 and 1992 respectively. Both of these records would be on the same Completions tape for the reporting period of September 1, 1991 – August 31, 1992.

The Completions data will be reported in the Fall semester of each year and contain the last academic year's data (i.e Fall 1991, Spring 1992, Summer I 1992, and Summer II 1992). The date is thought of generally as September 1 through August 31.

Completions data is collected on an academic year because of the Graduation Rate Survey requirements. Completions data is reported to the National Center for Education Statistics (NCES) on a fiscal year, July 1, 1991 – June 30, 1992 so data that is reported over a two year period can be combined for reporting nationally.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 05,10,20,30

FIELD LENGTH: 2

FIELD TYPE: Numeric

ENTRY EXAMPLE: 10 (represents Fall semester)

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WHERE USED (File):   BLDG.TRANS, ROOM.TRANS, COURSE.STATIC,   COURSE.ENROLL, COURSE.INSTRUCT,   COURSE.MEETING,   STUDENT.CHAR, STUDENT.TRANS,   STUDENT.TRANSFR,   STUDENT.MAJOR, STUDENT.COMPL

WHERE USED (Table):

WHERE USED (Tape):   TAPE.FACIL,   TAPE.PCEXP,   TAPE.COURSE,   TAPE.STUDENTE, TAPE.STUDENTC, TAPE.STUDENTI

DATE CREATED: 5/23/91
DATE LAST REVISED: 4/22/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Report Year

SUPPLIED BY: Institution

DEFINITION: The Reporting Year for which the data is based. The field is used in conjunction with REPORT_SEM to identify the Reporting Period.

CODES, CATEGORIES, AND COMMENTS:

NOTE: The Report Semester and Report Year will always be the same for every Enrollment, Course, and Facilities record submitted for a specific reporting period. For Example, if all three areas were reported in the Fall of 1993, the Report Semester and Report Year for every record would be 10 and 1993 respectively.

The Report Semester and Report Year will be different for the Completions records. The Report Semester and Report Year for the Completions records are dependent on when the student received his degree or certificate during the specified one year reporting period. For Example, if a student receives a degree in the Fall of 1991, the Report Semester and Report Year would be 10 and 1991 respectively. If a student receives a degree in the Spring of 1992, the Report Semester and Report Year would be 20 and 1992 respectively. Both of these records would be on the same Completions tape for the reporting period of July 1, 1991 - June 30, 1992.

The Completions data will be reported in the Fall semester of each year and contain last fiscal year's data (i.e July 1, 1991 - June 30, 1992).

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: Valid Year

FORMAT: YYYY Year

FIELD LENGTH: 4

FIELD TYPE: Numeric

ENTRY EXAMPLE: 1990

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WHERE USED (File):   BLDG.TRANS, ROOM.TRANS, COURSE.STATIC,   COURSE.ENROLL, COURSE.INSTRUCT,   COURSE.MEETING,   STUDENT.CHAR, STUDENT.TRANS,   STUDENT.TRANSFR,   STUDENT.MAJOR, STUDENT.COMPL

WHERE USED (Table):

WHERE USED (Tape):   TAPE.FACIL,   TAPE.PCEXP,   TAPE.COURSE, TAPE.STUDENTE,TAPE.STUDENTC, TAPE.STUDENTI

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Residency Classification for Fee Purposes

SUPPLIED BY: Institution

DEFINITION: Residency classification of the student for fee purposes according to the following South Carolina statutes:

Residency For Tuition And Fees

59-112-10   Definitions.
59-112-20   South Carolina domicile defined for purposes of rates of tuition and fees.
59-112-30   Effect of change of residency.
59-112-40   Effect of marriage.
59-112-50   Military personnel and their dependents.
59-112-60   Faculty, administrative employees and dependents thereof.
59-112-70   Abatement of rates for nonresidents on scholarship.
59-112-80   Administration of chapter;burden of proving eligibility on students.
59-112-90   Penalties for willful misrepresentations.
59-112-100 Regulations.

CODES, CATEGORIES, AND COMMENTS:

1 =   Resident--Public Institutions, Independent-Resident of S.C.
2 =   Non-Resident - No Abatement--Public Institutions, Independent- Non-resident of S.C.
A =   Resident - Exception, Military Personnel and their Dependents
B =   Resident - Exception, Faculty and Administration Employees and their Dependents
C =   Resident - Exception, Full-time Employee and their Dependents
D =   Resident - Exception, Retired Persons and their Dependents
E =   Resident - Exception, Academic Common Market
F =   Resident - Exception, Scholarships Approved by Boards of Trustees (Section 59-112-70)
G =   Resident - Exception, Reciprocity Agreements-as approved by the General Assembly, including the Carolinas Partnership for Economic Development at Winthrop University
H =   Resident - Exception, Non-resident alien in approved VISA Classification

Codes 1 and A through H: Student is being charged "in-state rates" for tuition and fees according to the above listed statutes or through a specific proviso.

Code 2: Student is being charged "out-of-state rates" for tuition and fees according to the above listed statutes.
Timetable: Fall 1997 - Manual or electronic, undergraduate only
                Fall 1998 - Electronic (all students)
The CHEMIS data base has been changed to handle the additional codes,effective Fall 1997. Institutions can, however, report through CHEMIS until Fall 1998 residency classification codes of 1 or 2.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 1,2, A through H

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: 1

══════════════════════ **CHE USE ONLY** ══════════════════════

WHERE USED (File): STUDENT.TRANS

WHERE USED (Table):

WHERE USED (Tape): TAPE.STUDENTE

**SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM**

ELEMENT TITLE: Residential Classification

SUPPLIED BY: CHEMIS Generated

DEFINITION: The primary use of a building as determined by the room use classification of the rooms within a building.

CODES, CATEGORIES, AND COMMENTS:
The CHEMIS will assign this code by adding all assignable areas in a building with room use codes in the 900 series and dividing by the total assignable area in the building.

$$\frac{\text{Assign.-Area for all 900 codes}}{\text{Total of Assign. Area for a building}}$$

This resulting percentage will determine the residential classification as follows:

```
 0% -  20%   N = Non-residential
21% -  80%   C = Combination
81% - 100%   R = Residential
```

NOTE: This field is used for reporting purposes and does not determine space to receive formula funding.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Calculated

DATA VALUE RANGE: N,C,R

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: N (represents Non-residential)

════════════════════ **CHE USE ONLY** ════════════════════

WHERE USED (File):   BLDG.TRANS

WHERE USED (Table):

WHERE USED (Tape):

DATE CREATED: 07/06/98
DATE LAST REVISED: 07/06/98

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Faculty/staff paid from restricted funds

SUPPLIED BY: Institution

DEFINITION: The amount of the faculty/staff member's salary which was paid from restricted funds.

CODES, CATEGORIES AND COMMENTS:

This is required only of the faculty and staff of the technical colleges.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Zeroes Allowed

DATA VALUE RANGE: 0000001 - 9999998, Null = 9999999

FIELD LENGTH: 7 (0 decimals implied)

FIELD TYPE: Numeric

ENTRY EXAMPLE: 0100000 represents $100,000 of salary paid from restricted funds

DATE CREATED: 5/23/91
DATE LAST REVISED: 11/12/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Room Identifier

SUPPLIED BY: Institution

DEFINITION: A code assigned by the institution to identify the specific room of the building.

CODES, CATEGORIES, AND COMMENTS:
Note: The Room Identifier (i.e. 00101A) must be the same for the TAPE.COURSE and TAPE.FACIL files for any buildings owned or leased by the reporting institution. In other words, a Room Identifier found in the TAPE.COURSE file will be validated against the TAPE.FACIL file.

NOTE: If the TBA code is specified in the DAY_WEEK field of the Day/Time Meeting Data Record for the TAPE.COURSE file, the corresponding Start Time, End Time, Building Identifier, and Room Identifier fields **must** be null.

NOTE: All Day/Time Meeting Data Records for the TAPE.COURSE file **must** contain a valid Site Identifier.

Additional information is detailed in the revised CHE Facilities Manual.
FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed
NOTE: The null value is only appropriate for courses where the DAY_WEEK field is equal to 'TBA'.
The null value is not appropriate for facilities.

DATA VALUE RANGE: Institutionally Defined (i.e. any combination of letters or numbers).

FIELD LENGTH: 8

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: C101
═══════════════════════ **CHE USE ONLY** ═══════════════════════

WHERE USED (File):   ROOM.TRANS, COURSE.MEETING
WHERE USED (Table):
WHERE USED (Tape):   TAPE.FACIL, TAPE.COURSE

DATE CREATED: 5/23/91
DATE LAST REVISED: 7/30/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Room Use

SUPPLIED BY: Institution

DEFINITION: A code indicating the classification of a room based on the primary use or activity which occurs in the room at the time of inventory.

CODES, CATEGORIES, AND COMMENTS:
See Appendix G, Room Use codes

NOTE: Certain ROOM_USE codes require the NBR_STATNS data element to be assigned, refer to page 5.17 of the CHEMIS Facilities Manual.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: See Appendix G, Room Use codes

FIELD LENGTH: 3

FIELD TYPE: Numeric

ENTRY EXAMPLE: 210   (represents Class Laboratory)

═══════════════════════   **CHE USE ONLY**   ═══════════════════════

WHERE USED (File):   ROOM.TRANS

WHERE USED (Table):   TBL.RMUSE

WHERE USED (Tape):   TAPE.FACIL

DATE CREATED: 07/06/98
DATE LAST REVISED: 08/05/99

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Faculty meeting SACS criteria

SUPPLIED BY: Institution

DEFINITION: The reported faculty member meets the criteria for faculty credentials of the Southern Association of Colleges and Schools (SACS). The criteria for SACS accreditation is as outlined in the <u>Criteria for Accreditation, Southern Association of Colleges and Schools, Commission on Colleges, 1996</u>. In the case of the technical college system for technical faculty, the faculty member meets minimum technical competence criteria training requirements established by the State Board for Technical and Comprehensive Education.

CODES, CATEGORIES AND COMMENTS:

1 = Meets
2 = Does not Meet
3 = Not Applicable

This is required to be reported for all faculty/staff that teach undergraduate courses with the exception of graduate teaching assistants.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Zeroes NOT Allowed

DATA VALUE RANGE: 1 - 3 (0 decimals implied)

FIELD LENGTH: 1

FIELD TYPE: Numeric

ENTRY EXAMPLE: 1 represents that the faculty member meets the SACS criteria.

═══════════════════════ **CHE USE ONLY** ═══════════════════════

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Faculty with Terminal Degree in Primary Teaching Area/
Minimum Required Competency

SUPPLIED BY: Institution

DEFINITION: Terminal Degree is defined by SACS according to the subject area
taught. In most disciplines the terminal degree is the doctorate; however, in
some disciplines, the master's degree may be considered the terminal degree, for
example the M.F.A. and M.S.W. degrees.

Also, those faculty who hold a law degree (Juris Doctorate or equivalent) and
whose primary teaching area is law (i.e. law school faculty) and faculty whose
primary area is business who hold a Juris Doctorate or equivalent degree and
whose primary responsibility within the business program is teaching law courses
such as business law or legal environment of business, for the purposes of this
indicator, may count as holding a terminal degree.

Faculty who hold a first professional degree of MD, DMD, or PharmD or the
equivalent level degree for each of these designated first professional degrees
and whose primary area is in teaching in colleges of medicine, dentistry, or
pharmacy may, for the purposes of this indicator, count as holding a terminal
degree.

For other faculty, current definitions for the indicator for determining terminal
degree would apply. See the supplement to the Sept. 2000 Workbook for Ind 2A.

Primary teaching area will be defined as the academic discipline area for which
the faculty is employed or assigned by the institution.

CODES, CATEGORIES AND COMMENTS:

1 = Terminal Degree in Primary Teaching Area/Minimum Required Competency
2 = Does not have Terminal Degree in Primary Teaching Area/Minimum Required
Competency
3 = Not Applicable
4 = Primary Teaching Area is Nursing

This is required to be reported for all full-time faculty other than those in the
Technical College Sector.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Zeroes NOT Allowed

DATA VALUE RANGE: 1 - 4 (0 decimals implied)

FIELD LENGTH: 1

FIELD TYPE: Numeric

ENTRY EXAMPLE: 1, instructor has a terminal degree in primary teaching area.

═══════════════════════ **CHE USE ONLY** ═══════════════════════

DATE CREATED: 5/23/91
DATE LAST REVISED: 7/11/01

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: SAT Math Score

SUPPLIED BY: Institution

DEFINITION: The score achieved on the mathematics section of the
Scholastic Aptitude Test (SAT) examination that was used for the basis of acceptance
and/or the highest score earned by the student.

CODES, CATEGORIES, AND COMMENTS:

**NOTE: Due to The College Board's decision to use a recentered scale beginning April
1, 1995, all CHEMIS participating institutions will follow these rules for SAT data
submission:**

Spring, Summer I, Summer II, Fall 1995   - old scale
Spring 1996   - old scale
Summer I, Summer II, Fall 1996 and beyond   - new recentered scale

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed only if SAT_VERBAL is also null.

DATA VALUE RANGE: 001-800, 999; 999=Null

FIELD LENGTH: 3

FIELD TYPE: Numeric

ENTRY EXAMPLE: 800   (represents a SAT Math score of 800)

═══════════════════════   **CHE USE ONLY**   ═══════════════════════

WHERE USED (File):   STUDENT.STATIC

WHERE USED (Table):
WHERE USED (Tape):   TAPE.STUDENTE

DATE CREATED: 5/23/91
DATE LAST REVISED: 7/11/01

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: SAT Verbal Score

SUPPLIED BY: Institution

DEFINITION: The score achieved on the verbal or language section of the Scholastic Aptitude Test (SAT) examination that was used for the basis of acceptance and/or the highest score earned by the student.

CODES, CATEGORIES, AND COMMENTS:

NOTE: Due to The College Board's decision to use a recentered scale beginning April 1, 1995, all CHEMIS participating institutions will follow these rules for SAT data submission:

Spring, Summer I, Summer II, Fall 1995	**- old scale**
Spring 1996	**- old scale**
Summer I, Summer II, Fall 1996 and beyond	**- new recentered scale**

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed <u>only</u> if SAT_MATH is also null.

DATA VALUE RANGE: 001-800; 999=Null

FIELD LENGTH: 3

FIELD TYPE: Numeric

ENTRY EXAMPLE: 800   (represents an SAT Verbal score of 800)

═══════════════════════ **CHE USE ONLY** ═══════════════════════

WHERE USED (File):   STUDENT.STATIC

WHERE USED (Table):

WHERE USED (Tape):   TAPE.STUDENTE

DATE CREATED: 5/23/91
DATE LAST REVISED: 9/18/91

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Section Identifier

SUPPLIED BY: Institution

DEFINITION: An assigned number that uniquely identifies the section of the course described by COURSE_SYMBL and COURSE_NBR.

CODES, CATEGORIES, AND COMMENTS:

NOTE: All classes must be assigned a section number.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: Institutionally Defined

FIELD LENGTH: 3

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: 001

═══════════════════════ CHE USE ONLY ═══════════════════════

WHERE USED (File):   COURSE.STATIC,   COURSE.ENROLL,   COURSE.INSTRUCT,
COURSE.MEETING

WHERE USED (Table):

WHERE USED (Tape):   TAPE.COURSE

DATE CREATED: 5/23/91
DATE LAST REVISED: 09/01/04

<div align="center">

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

</div>

ELEMENT TITLE: Site Identifier

SUPPLIED BY: Institution

DEFINITION:

Facilities: A code designated by the institution to identify the unique physical description of the site where the building is located.

Course: A code designated by the institution to identify the unique physical description of the site where the course/section meets.

Completions: A code designated by the institution to identify the unique site where the degree was earned.

CODES, CATEGORIES, AND COMMENTS:
NOTE: Currently assigned Site Identifiers can be found on our web site at http://www.che.sc.gov/finance/CHEMIS/CHEMIS_manual.htm, and looking under Appendix I, Site Identifiers.

NOTE: Site Identifier 85000 should be used to designate Distance Education Receiver Sites that are Unknown.

If the Site_ident = 85000, then dist_learn must be 1, 2, 3, or 4. For fall 2004, Y is also a choice.

Site Identifier 86000 should be used to designate Study Abroad Sites (Outside US) that are Unknown. Site Identifier 87000 should be used to designate Sites (Inside US) that are Unknown.

Site Identifier 88000 = Courses Offered through the Internet

NOTE: All Day/Time Meeting Data Records for the TAPE.COURSE file **must** contain a valid Site Identifier.

<div align="center">

FIELD SPECIFICATIONS

</div>

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: See Appendix I, CHE list of Site Identifiers

FIELD LENGTH: 5

FIELD TYPE: Numeric

ENTRY EXAMPLE: 51102 USC-COLUMBIA (Main Campus)

═══════════════════════ **CHE USE ONLY** ═══════════════════════

WHERE USED (File):   BLDG.TRANS, ROOM.TRANS, COURSE.MEETING, STUDENT.COMPL

WHERE USED (Table):   TBL.SITE

WHERE USED (Tape):   TAPE.FACIL, TAPE.COURSE, TAPE.STUDENTC

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Source of Change

SUPPLIED BY: CHEMIS Generated

DEFINITION: This field designates from which file (on the tape) the data originated.

CODES, CATEGORIES, COMMENTS:

F = Completions
E = Enrollment

FIELD SPECIFICATIONS

REQUIREMENT TYPE: CHEMIS Generated

DATA VALUE RANGE: F,E

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: F   (represents the Completions file from tape)

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WHERE USED (File):   STUDENT.CHAR

WHERE USED (Table):   TBL.SOURCECHG

WHERE USED (Tape):

DATE CREATED: 9/18/91
DATE LAST REVISED: 10/23/95

<center>**SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION**
MANAGEMENT INFORMATION SYSTEM</center>

ELEMENT TITLE: Starting Date

SUPPLIED BY: Institution

DEFINITION: The calendar date on which the course/section begins.

CODES, CATEGORIES, AND COMMENTS:

NOTE: The REPORT_SEM will be verified against the START_DATE of the course/section
to ensure the START_DATE falls within a specified range (See REPORT_SEM, Page 70.1,
for Report Semester ranges).

<center>**FIELD SPECIFICATIONS**</center>

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: Valid date

FORMAT: YYYYMMDD Year Month Day.

FIELD LENGTH: 8

FIELD TYPE: Numeric

ENTRY EXAMPLE: 19900101 (represents January 1, 1990)

═══════════════════════ **CHE USE ONLY** ═══════════════════════

WHERE USED (File):   COURSE.STATIC,   COURSE.ENROLL,   COURSE.INSTRUCT,
                          COURSE.MEETING

WHERE USED (Table):

WHERE USED (Tape):   TAPE.COURSE

DATE CREATED: 5/23/91
DATE LAST REVISED: 6/05/96

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Starting Time

SUPPLIED BY: Institution

DEFINITION: The time of the day, using a 24 hour clock, that the course/section starts. Example: 1600 = 4:00 p.m. If a course/section does not have a set specified starting time (such as an independent study or a dissertation), then the starting time should be reported as a null AND the Days of the Week code must be TBA (to be announced).

CODES, CATEGORIES, AND COMMENTS:

NOTE: If the TBA code is specified in the DAY_WEEK field of the Day/Time Meeting Data Record for the TAPE.COURSE file, the corresponding Start Time, End Time, Building Identifier, and Room Identifier fields **must** be null.

NOTE: All Day/Time Meeting Data Records for the TAPE.COURSE file **must** contain a valid Site Identifier.

NOTE: The Starting Time can **not** be greater than or equal to the corresponding Ending Time.

NOTE: The absolute difference between the Starting Time and the corresponding Ending Time can **not** be greater than 10 hours. **(Warning Only)**

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed
             NOTE: The null value is <u>only</u> appropriate for courses where the DAY_WEEK field is equal to 'TBA'.

DATA VALUE RANGE: 0001-2400, 9999; 9999=Null

FIELD LENGTH: 4

FIELD TYPE: Numeric

ENTRY EXAMPLE: 1600

═══════════════════════   **CHE USE ONLY**   ═══════════════════════

WHERE USED (File):   COURSE.MEETING

WHERE USED (Table):

WHERE USED (Tape):   TAPE.COURSE

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Geographic Origin - State/Other

SUPPLIED BY: Institution

DEFINITION: The Federal Information Processing Standards (FIPS) code for the state which the student was domiciled at the time of first admission to the institution AND/OR entry into the CHEMIS database. In other words, this field will contain the first reported Geographic Origin of the student enrolling in a South Carolina institution which reports data to the CHEMIS. NOTE: Foreign students will be reported with the "XC" code. If the student's state cannot be determined or is not available, the "XX" UNKNOWN code may be reported. Institutions will be provided with a report indicating the number of "XX" UNKNOWN codes reported for this field.

CODES, CATEGORIES, AND COMMENTS:

See Appendix F, FIPS State Codes.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: See Appendix F, FIPS State Codes

FIELD LENGTH: 2

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: SC (represents South Carolina)

════════════════════════ **CHE USE ONLY** ════════════════════════

WHERE USED (File):   STUDENT.STATIC

WHERE USED (Table):

WHERE USED (Tape):   TAPE.STUDENTE

DATE CREATED: 5/23/91
DATE LAST REVISED: 6/01/92

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Student Identifier

SUPPLIED BY: Institution

DEFINITION: The official number that serves to uniquely identify the student. Use the student's social security number where available. Otherwise, the institution will assign a unique nine-digit number (State Identifier number) according to the following format:

Digits 1-3: CHE Institutional prefix; see Appendix J, CHE Institutional prefixes

Digits 4-9: Sequential number assigned by the institution; Range: 000000-999999

CODES, CATEGORIES, AND, COMMENTS:

NOTE: Once a student is reported with either a Social Security Number or a State Identifier number, they <u>MUST</u> continue to be reported with that same identification number for the duration of their college career within South Carolina institutions. This includes all situations where the student's identification number may change such as attaining US citizenship or transferring between institutions.

NOTE: When a student transfers OR graduates and pursues another degree, it will be the responsibility of the "receiving" institution to review the student's records to determine if the student was assigned a State Identifier number at a previous South Carolina institution. If so, the "receiving" institution <u>MUST</u> report the previously assigned State Identifier number.

The purpose of these restrictions on the STUDENT_ID field is to ensure data integrity over multiple reporting periods. Otherwise, longitudinal studies such as COHORT tracking will have limited value.

To facilitate this student identification scheme, the CHE recommends that institutions provide either the Social Security number or the State Identifier number on student transcript records.

The State Identifier number will typically only apply to foreign students.

Once the data has been received by the Commission on Higher Education, the student identifier will be converted to an internally assigned random number.
FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 000000001-899999999 (Social Security Number)
                     901000001-999999998 (State Identifier Number)

FIELD LENGTH: 9

FIELD TYPE: Numeric

ENTRY EXAMPLE: 256313500 (represents SSN of 256-31-3500)
═══════════════════════ **CHE USE ONLY** ═══════════════════════
WHERE USED (File):   STUDENT.NUM
WHERE USED (Table):
WHERE USED (Tape):   TAPE.STUDENTE, TAPE.STUDENTC

DATE CREATED: 11/19/92
DATE LAST REVISED: 11/19/92

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: New Student Identifier

SUPPLIED BY: Institution

DEFINITION: The new official number that serves to uniquely identify the student AND represents a change from the STUDENT_ID_OLD field.

CODES, CATEGORIES, AND, COMMENTS:

NOTE: STUDENT_ID_OLD and STUDENT_ID_NEW data elements are needed to accomodate potential changes in the Student Identifier. If a Student Identifier has changed, the STUDENT_ID_OLD field will be used to access existing data in the CHE database AND then STUDENT_ID_OLD will be replaced with STUDENT_ID_NEW.

Refer to the STUDENT_ID data element for further definition.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 000000001-899999999 (Social Security Number)
          901000001-999999998 (State Identifier Number)

FIELD LENGTH: 9

FIELD TYPE: Numeric

ENTRY EXAMPLE: 256313500 (represents SSN of 256-31-3500)

══════════════════════ **CHE USE ONLY** ══════════════════════

WHERE USED (File):   STUDENT.NUM

WHERE USED (Table):

WHERE USED (Tape):   TAPE.STUDENTI**

DATE CREATED: 11/19/92
DATE LAST REVISED: 11/19/92

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Old Student Identifier

SUPPLIED BY: Institution

DEFINITION: The official number that serves to uniquely identify the student in the CHE database in a previous semester.

CODES, CATEGORIES, AND, COMMENTS:

NOTE: STUDENT_ID_OLD and STUDENT_ID_NEW data elements are needed to accomodate potential changes in the Student Identifier. If a Student Identifier has changed, the STUDENT_ID_OLD field will be used to access existing data in the CHE database AND then STUDENT_ID_OLD will be replaced with STUDENT_ID_NEW.

Refer to the STUDENT_ID data element for further definition.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 000000001-899999999 (Social Security Number)
                    901000001-999999998 (State Identifier Number)

FIELD LENGTH: 9

FIELD TYPE: Numeric

ENTRY EXAMPLE: 256313500   (represents SSN of 256-31-3500)

══════════════════════   **CHE USE ONLY**   ══════════════════════

WHERE USED (File):   STUDENT.NUM

WHERE USED (Table):

WHERE USED (Tape):   TAPE.STUDENTI**

DATE CREATED: 1/10/92
DATE LAST REVISED: 4/22/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Student Key

SUPPLIED BY: CHEMIS Generated

DEFINITION: The value for this field is a unique number assigned by the system for each new student record added to the CHEMIS database.

CODES, CATEGORIES, COMMENTS:

FIELD SPECIFICATIONS

REQUIREMENT TYPE: CHEMIS Generated

DATA VALUE RANGE: 00000000001-99999999998

FIELD LENGTH: 11

FIELD TYPE: Numeric

ENTRY EXAMPLE: 12345678910

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WHERE USED (File):   STUDENT.NUM, STUDENT.STATIC, STUDENT.CHAR, STUDENT.TRANS, STUDENT.TRANSFR, STUDENT.MAJOR, STUDENT.COMPL

WHERE USED (Table):

WHERE USED (Tape):

DATE CREATED: 5/23/91
DATE LAST REVISED: 09/24/96

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Student Level

SUPPLIED BY: Institution

DEFINITION: The total accredited work by a student which reflects his or her progress toward a degree or certificate.

CODES, CATEGORIES, AND COMMENTS:

01 = First Year (Freshman)
02 = Second Year (Sophomore)
03 = Third Year (Junior)
04 = Fourth Year & Beyond (Senior)
05 = Unclassified Undergraduate
06 = First Professional
07 = Graduate I (Masters)
08 = Graduate II (Doctoral)
09 = Unclassified Graduate

Code 10 Residents and Interns, is no longer valid as of 2-01-94.

NOTE: The following correlation applies to the Registration Status and the Student Level data elements.

     If REGIS_STAT = 1, STU_LEVEL must = 01 or 02
     If REGIS_STAT = 2, STU_LEVEL must = 07, 08, or 09
     If REGIS_STAT = 3, STU_LEVEL must = 06
     If REGIS_STAT = 7,8, STU_LEVEL must = 05 or 09
     If REGIS_STAT = 9, STU_LEVEL must = 05

NOTE: The following correlation applies to the Student Level and the Undergraduate Degree data elements.

     If STU_LEVEL=01,02,03,04,05 or 06, UG_DEGREE must=5 or 6
     If STU_LEVEL=07,08, or 09, UG_DEGREE must=1,2,3,4, or 6

Note: The following correlation applies to the Student Level and the Degree Level data elements.

     If DEG_LEVEL = 01,02,03, or 04,STU_LEVEL must be 01,02,03,04
     If DEG_LEVEL = 06, STU_LEVEL must be 01,02,03,04 or 05
     If DEG_LEVEL = 07, STU_LEVEL must be 07
     If DEG_LEVEL = 08, STU_LEVEL must be 06
     If DEG_LEVEL = 09, STU_LEVEL must be 07
     If DEG_LEVEL = 10, STU_LEVEL must be 07
     If DEG_LEVEL = 11, STU_LEVEL must be 07
     If DEG_LEVEL = 12, STU_LEVEL must be 08
     If DEG_LEVEL = 14, STU_LEVEL must be 01,02,03,04,05 or 09

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 01-09

FIELD LENGTH: 2

FIELD TYPE: Numeric

ENTRY EXAMPLE: 01   (represents First Year (Freshman))

═══════════════════════ **CHE USE ONLY** ═══════════════════════

WHERE USED (File):   STUDENT.TRANS

WHERE USED (Table):   TBL.SLEVEL

WHERE USED (Tape):   TAPE.STUDENTE

First Year (Freshman): An entering freshman who has never attended any college. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school) OR admitted under an alternative admission program (Provisional).

Second Year (Sophomore): A student who has completed the equivalent of one year of full time undergraduate work, that is, at least 30 semester hours but less than 60 semester hours in a 120 semester hour program.

Third Year (Junior): A student who has completed the equivalent of two years of full time undergraduate work, that is, at least 60 semester hours in a 120 semester hour program.

Fourth Year and Beyond (Senior): An undergraduate student who has completed the equivalent of three years of full time undergraduate work, that is at least 90 semester hours in a 120 semester hour program.

Unclassified Undergraduate: A student taking courses creditable toward a degree or other formal award who cannot be classified by academic level. For example, this could include a transfer student whose earned credits have not been determined at the time of this report.

First Professional: A student enrolled in any of the following degree programs:

Chiropractic (D.C., or D.C.M.)   Pharmacy (D. Phar.)
Dentistry (D.D.S., or D.M.D.)   Podiatry (Pod. D. or D.P.)
Medicine (M. D.)   Veterinary Medicine (D.V.M.)
Optometry (O . D .)   Law (L.L.B. or J.D.) Osteopathic
Medicine (D.O.)   Theology (M.Div., M.H.L., B.D. or ordination)

Graduate I: Students enrolled in master's level programs.

Graduate II (Doctoral): Students enrolled in doctoral level programs.

Unclassified Graduate: A student who has earned a baccalaureate degree and is enrolled in a graduate course at an institution, but who has not yet been granted graduate student status, including students enrolled in postbaccalaureate certificate programs.

DATE CREATED: 5/23/91
DATE LAST REVISED: 4/22/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Suitability

SUPPLIED BY: Institution

DEFINITION: Evaluation of the suitability or functionality of the room for its assigned use and function at the time of inventory, based on the design, configuration, and fixed equipment in the room. The evaluation of room suitability may change as its use, function, or assigned organizational unit is changed.

CODES, CATEGORIES, AND COMMENTS:

01 = Highly Functional
02 = Satisfactory
03 = Limited Renovation
04 = Major Renovation
05 = Unsatisfactory
06 = Inappropriate

NOTE: Procedures and criteria will be detailed in the revised CHE Facilities Manual.

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 01-06, 99; 99=Null

FIELD LENGTH: 2

FIELD TYPE: Numeric

ENTRY EXAMPLE: 01 (represents Highly Functional)

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WHERE USED (File):   ROOM.TRANS
WHERE USED (Table):   TBL.SUIT
WHERE USED (Tape): TAPE.FACIL

DATE CREATED: 04/02/97
DATE LAST REVISED: 08/04/97

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Tenure

SUPPLIED BY: Institution

DEFINITION: The status of the faculty with respect to the tenure. These include:

Tenured: Faculty member has been granted tenure at the institution
On-Tenure: Faculty member is eligible for tenure but has not been granted tenure
Not on Tenure Track: Faculty member is not on tenure track

CODES, CATEGORIES AND COMMENTS:
1 = Tenure
2 = On-Tenure
3 = Not on Tenure Track

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 1 - 3, Null = 9

FIELD LENGTH: 1

FIELD TYPE: Numeric

ENTRY EXAMPLE: 1 represents the faculty member with tenure

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DATE CREATED: 04/02/97
DATE LAST REVISED: 08/04/97

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Term of Contract

SUPPLIED BY: Institution

DEFINITION: The employment status in reference to term of contract. The number of months of the employment contract.

CODES, CATEGORIES AND COMMENTS:

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Allowed

DATA VALUE RANGE: 1-12 months, 999 - null

FIELD LENGTH: 3 (1 decimal implied)

FIELD TYPE: Numeric

ENTRY EXAMPLE: 105 represents a 10 2 month contract
                and 060 represents a 6 month contract

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DATE CREATED: 5/23/91
DATE LAST REVISED: 01/20/95

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**SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM**

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ELEMENT TITLE: Transfer Institution (from)

SUPPLIED BY: Institution

DEFINITION: The institution code (FICE) for the in-state postsecondary institution upon which acceptance was based and from which the student transferred credits. Use the six-digit numeric code defined by the Federal Interagency Committee on Education (FICE) and published by the US Office of Education in the Higher Education Directory.

NOTE: If REGIS_STAT = 4, then a Transfer Data Record **must** be present in the TAPE.STUDENTE file for this student. If REGIS_STAT is not = 4, then a Transfer Data Record **must not** be present in the TAPE.STUDENTE file for this student.

NOTE: If there is more than one institution from which a student has transferred credits, report the one upon which acceptance was based OR the most recently attended "transferring" institution.

NOTE: Out-of-state postsecondary institutions will be reported with the "666666" code. Foreign postsecondary institutions will be reported with the "777777" code. Unknown postsecondary institutions will be reported with the "888888" code.

NOTE: The TRAN_INST cannot be the same as the INST_CODE. In other words, if the student is a First Time Transfer (REGIS_STAT = 4), the transfer institution (TRAN_INST) which acceptance was based must be different than the reporting institution (INST_CODE).

CODES, CATEGORIES, AND COMMENTS:
See Appendix A, FICE codes.

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FIELD SPECIFICATIONS

</div>

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: See Appendix A, FICE codes

FIELD LENGTH: 6

FIELD TYPE: Numeric

ENTRY EXAMPLE: 003425   (represents Clemson University)

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WHERE USED (File):   STUDENT.TRANSFR

WHERE USED (Table):

WHERE USED (Tape):   TAPE.STUDENTE

DATE CREATED: 8/19/91
DATE LAST REVISED: 4/22/93

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Type of Construction

SUPPLIED BY: Institution

DEFINITION: The major construction components of the building. The following codes are derived from the Markel Appraisal Chart Company.

CODES, CATEGORIES, AND COMMENTS:

01 = FIREPROOF: Incombustible with steel protected by masonry
02 = SEMI-FIREPROOF: Incombustible with steel unprotected
03 = BRICK: Masonry and wood construction
04 = FRAME: Wooden construction

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 01-04

FIELD LENGTH: 2

FIELD TYPE: Numeric

ENTRY EXAMPLE: 04   (represents FRAME: Wooden construction)

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WHERE USED (File):   BLDG.TRANS

WHERE USED (Table):   TBL.CONST

WHERE USED (Tape):   TAPE.FACIL

DATE CREATED: 8/19/91
DATE LAST REVISED: 4/14/94

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
MANAGEMENT INFORMATION SYSTEM

ELEMENT TITLE: Undergraduate Degree

SUPPLIED BY: Institution

DEFINITION: For a currently enrolled graduate student, the institution from which the individual received their most recent undergraduate degree.

CODES, CATEGORIES, AND COMMENTS:

1 = Same as current enrollment
2 = Another in-state institution
3 = An out-of-state institution in the U.S.
4 = A non-U.S. institution
5 = Not applicable
6 = Unknown

NOTE: The following correlation applies to the Student Level and the Undergraduate Degree data elements.

        If STU_LEVEL=01,02,03,04,05 or 06, UG_DEGREE must=5 or 6
        If STU_LEVEL=07,08, or 09, UG_DEGREE must=1,2,3,4, or 6

FIELD SPECIFICATIONS

REQUIREMENT TYPE: Mandatory - Null Not Allowed

DATA VALUE RANGE: 1-6

FIELD LENGTH: 1

FIELD TYPE: Alphanumeric

ENTRY EXAMPLE: 3   (represents an undergraduate degree that was received from an out-of-state institution)

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WHERE USED (File):   STUDENT.STATIC
WHERE USED (Table):
WHERE USED (Tape):   TAPE.STUDENTE